

HEAP Application Approved

Caminar

Base Camp 1 – Paula Court - \$790,092.00

Base Camp 2 – Nelson Ave - \$790,092.00

Included in this PDF:

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Response to the Homeless Emergency Aid Program (HEAP) RFP - Capital
Submitted to the Butte Countywide Homeless Continuum of Care - December 2018

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Please note: A Letter of Support from Butte County Department of Behavioral Health is being submitted directly by the County.

Homeless Emergency Aid Program Request for Proposal Entity Application

8 pages maximum – Enter answers directly into this document

Applicant: Caminar
Projects: (1) Base Camp Village I, Paula Court (Oroville)
(2) Base Camp Village II, Nelson Avenue (Oroville)

ORGANIZATIONAL CAPACITY AND EXPERIENCE - 20 Maximum

a. Statement of Capacity (3 POINTS)

In 250 words or less please describe your entities' capacity to complete the project for which you are applying.

Caminar proposes to establish and operate two new permanent supportive housing complexes, with 24 ADA compliant units, to serve transition age youth, adults, and older adults with serious mental health conditions who are experiencing homelessness. The design of the complexes, which will be acquired from nonprofit housing developer Base Camp Village, Inc., an operating model are based on the successful permanent supportive housing program that Caminar has pioneered at Avenida Apartments in Chico since 2007, with the partnership of Butte County Department of Behavioral Health (BCDBH).

Caminar, a \$39M nonprofit organization that annually serves more than 20,000 individuals in five Northern California counties, has the experience, infrastructure, financial management administrative and programmatic expertise, and community connections to deliver on the proposed plans and thereby increase access to quality, permanent, and supportive housing. The organization's record of successful permanent supportive housing partnerships, includes: (1) Avenida Apartments in Chico, Butte County, co-developed in partnership with Tri Counties Bank, HUD, and the County Department of Behavioral Health and operated by Caminar; (2) Laurel Gardens in Solano County, co-developed in partnership with Resources for Community Development and HUD and recipient of the League of California Cities Helen Putnam Award for Excellence; and (3) Colma Ridge in San Mateo County, developed by MidPen Housing and the County of San Mateo, with supportive services provided by Caminar.

b. General Questions (5 POINTS)

- **Creating a person-centered system of care for program participants**

1. *How does your agency define person-centered care? Provide examples of policies and/or examples of you implement this in your organization.*

Caminar's direct service staff members pride themselves on meeting clients where they are, and leveraging clients' strengths, and working in partnership. For example, Avenida Apartments uses a recovery model approach, in which the team works to recognize, support, and empower each resident's self-determined living choice. When an individual is referred from the Coordinated Entry Community Housing List, the Property Manager engages the individual's support services team (i.e., BCDBH Case Managers, other providers involved in the individual's case) to help applicants understand and complete the interview process, assess the level of support that the individual may need to comply with the terms of the lease agreement and live independently, and provide linkage to supports and resources, including benefits enrollment.

Once participants move in, they become part of a living environment where each individual has primary control over decisions about their own living situations and supportive care. Staff members support and encourage residents to participate in any services in which they wish to engage, yet participants are not required to participate in any disability-related services to maintain their housing; the emphasis is on resident choice. Interested residents have the opportunity to participate in Caminar's vocational training and supported employment programs. The Property Manager, a BCDBH representative, and residents meet as a group monthly to discuss new ideas, implement prior ideas, and problem solve any resident concerns. At these meetings, participants are offered information about services that they may find beneficial. When a resident expresses interest in a resource, the Property Manager or BCDBH Case Manager offers further assistance in accessing the resource.

2. *How has your agency improved coordination of services within your agency as well as with other services and mainstream providers?*

Caminar has a long history of working in partnership with community agencies and funders to support marginalized populations in Butte County. Staff members dedicate time and attention to continually to build and strengthen collaborative working relationships. As part of the County's systemic response to homelessness, staff members work closely with an extensive network of institutions to leverage resources and address the complex needs of young adults, adults, and older adults with serious mental health conditions. This network includes the Department of Behavioral Health, Department of Rehabilitation (DOR), Far Northern Regional Center, DOR employment cooperative agencies (e.g., Jesus Center, Youth for Change, Dreamcatchers), Sheriff's Department, NAMI, Butte County CoC, Project Homeless Connect, Community Action Agency of Butte County, North State Food Bank, Catalyst Domestic Violence Services, and many more. Chico Gleaners generously provides food for Avenida's resident food pantry. Referrals for Avenida Apartments are managed through the Coordinated Entry system, and Caminar staff members participate in system meetings and trainings. The organization contributes data to systems coordination through the use of HMIS.

In addition to extensive community collaboration, Caminar's staff members also make service linkages in-house. For example, housing residents have the opportunity to join vocational rehabilitation and employment services programs (Sensible Cyclery, Pro-Touch), where they develop soft and hard workplace skills, and to step up to CARF-accredited Jobs Plus supported employment services when ready for community employment. Jobs Plus's full complement of job development and coaching services help clients find the right job and then thrive in the workplace. Clients who have developmental disabilities may be linked to Friendship Circle, which offers a full calendar of social activities, where participants may expand their social networks, explore new community resources, and practice social skills. The value of these coordinated services is highlighted in BCDBH's "Mental Health Services Act Program and Expenditure Plan, Annual Update 2018-2019" report:

"By encompassing a vocational training approach, providing employment opportunities onsite (including our social enterprise bike shop facility, along with grounds maintenance and janitorial services vocational opportunities), Avenida Apartments truly promotes independent living and self-sufficiency to its residents. The model fits perfectly with the Caminar Butte County Region's goal of building community and enhancing lives for people with disabilities."

In order to advance the aim of building on Avenida's success for the benefit of more Butte residents, Caminar has established MOUs (enclosed) with Base Camp Village, Inc., a 501(c)(3) nonprofit organization founded to provide permanent supportive housing for people with serious mental illness who are experiencing homelessness in Butte County, with the intent of acquiring and operating two permanent supportive housing complexes in Oroville.

3. *Explain your agency's relationship relative to using Coordinated Entry (aka Resource Connect Butte) or HMIS.*

Caminar participates actively in the Coordinated Entry system (Resource Connect Butte) and uses HMIS to record and update Avenida Apartments participants' data. Each month, the agency's administrative support team provides timely and accurate updates to Avenida Apartments' "Received List" with clients' status on the Coordinated Entry List, of homelessness (chronic or not), and receipt of services from BCDBH, and contact information. The team is experienced managing sensitive information, such as in cases of domestic violence, in accordance with Coordinated Entry and HMIS policies and procedures. In alignment with the Butte Countywide Homeless Continuum of Care guiding priorities, Caminar has a housing service location in Chico (Avenida) and, if funded, will have housing locations in Oroville. Caminar will be pleased to offer space at the complexes for Coordinated Entry intakes.

4. *What other ways is your agency aligning with the priorities of the Butte Countywide Homeless Continuum of Care?*

Caminar is committed to reducing barriers to housing entry, increasing the supply of permanent supportive housing, and working collaboratively as part of the systemic response to ending homelessness. Caminar has implemented several policies and practices at Avenida Apartments that help to move people into housing quickly and plans to replicate these policies in the proposed new Base Camp Village complexes. Examples of these policies include:

- Avenida Apartments prorates a resident's first month's rent amount based on their entry date. Staff members also work with residents, as needed, to develop extended payment plans for rental deposits, thereby eliminating income as a barrier to housing. When an applicant lacks any source of income at entry, Caminar engages the support of the resident's BCDBH Case Manager to assist the individual in accessing County services and benefits based on eligibility (e.g., Supplemental Security Income [SSI], Social Security Disability [SSDI], Medicare, Medicaid, General Assistance, Temporary Assistance for Needy Families [TANF]). Once settled, residents have access to Caminar's vocational and supported employment programs through which they may begin to build employment skills, develop income, increase their independence, and increase community connections.
 - Evictions are only implemented as a last resort when all other options have been exhausted, and they are managed with the intent of preventing homelessness. In order to resolve issues, program staff members engage members of the resident's support team and present supportive services to the resident as a resource, rather than as a punitive measure. Working in collaboration with the support services team and resident, Caminar seeks to find creative solutions that will address the issue(s). When eviction is necessary, residents are assisted in connecting with more appropriate housing placements (e.g., sober living).
 - Staff attend fair housing and other trainings offered by the North Valley Property Owners Association (NVPOA) and help to raise awareness among members about homelessness and affordable housing solutions. Through the Chico Chamber of Commerce, Caminar strengthens relationships with the local business community and cultivates awareness of issues affecting local residents living with serious mental health conditions.
- **Using models with demonstrated success**
 1. *How does your agency use program evaluation and best practice program models to develop and implement the programs that you operate?*
 2. *What is your agency's overall approach to building these practices into your programs? Please give an example of a change your agency made to an existing program or a time your agency developed a new program based on a best practice or the results of an evaluation.*

Caminar follows a continuous quality improvement approach when developing and delivering programs, in order to ensure programs are meeting client needs, delivering on goals and objectives, complying with funding requirements, and following evidence-based and best practices with fidelity. When implementing program innovations, the program staff monitors results, identifies learnings, and makes adjustments as needed.

- *Evidence-Based and Proven Program Practice Models:* The evidence-based, recovery-focused Psychosocial Rehabilitation (PSR) Model forms the foundation of Caminar's philosophy and programs. The California Association of Social Rehabilitation Agencies (CASRA) describes PSR as: "The philosophy and practice of psychosocial rehabilitation grows from our fundamental belief in the capacity of individuals to grow beyond the disabling effects of whatever disability or 'dis-ease' troubles them. The goal of psychosocial rehabilitation is to create opportunities where the natural human capacity for growth and healing can take place."¹ The model emphasizes clients' strengths (strength-based), fosters self-efficacy, engages clients in setting goals, and cultivates a feeling of interdependence, as opposed to dependence, on others. Evidence-based and promising practices associated with PSR include supported housing, supported employment, and peer support.
- *Leveraging Caminar's Avenida Apartments Model - Permanent Housing Paired with Supportive Services that Empower Residents to Move Toward Greater Independence:* In 2007, Caminar, BCDBH, the U.S. Department of Housing and Urban Development (HUD), and Tri Counties Bank partnered to develop and open Avenida Apartments in Chico. The permanent supportive housing complex's units are reserved for transition age youth, adults, and older adults who earn less than 30% of Area Median Income, have persistent mental illness, and are homeless. The 14-unit building has individual units as well as spaces designed to build a sense of community, such as a community room and garden. A full-time property manager provides one-to-one and group support in independent living and coordinates with BCDBH case managers, who come on-site to provide case management and supportive services. Residents also access Caminar's vocational training and supported employment programs. By providing entry points to employment, Avenida Apartments truly promotes independent living and self-sufficiency to its residents. Community service projects and group outings help to foster a feeling of connection with the larger community.

In 2018, Caminar adapted the Avenida Apartment model in San Mateo County, opening a house as a supportive living environment. This housing option provides an intermediary step for individuals in recovery from serious mental health conditions who are preparing for independent living, yet lack essential skills of independent living to live successfully on their own. Residents receive one-to-one and group coaching and skill building in such areas as meal planning, cooking, cleaning, personal hygiene, neighbor relations, conflict resolution, financial management, and tenant and landlord rights and rules. In order to counter tendencies toward isolation, the residents also are connected with community resources and activities for social interaction, meaningful use of time, and enhanced quality of life.

c. Personnel Capacity (5 POINTS)

1. *What key capabilities and qualifications does your agency look for when recruiting for front line staff, case managers and leadership/manager positions?*

When recruiting for open positions, Caminar publishes detailed job descriptions that clearly present the scope of responsibility and required and preferred qualities and qualifications. For all positions, the organization seeks to recruit highly qualified individuals who are dedicated to Caminar's mission (to empower and support individuals and families to move toward resilience, wellness, and independence); demonstrate cultural competence, commitment to

¹ Retrieved 11/5/18 from http://www.casra.org/psr/what_is_psr.html

excellence, and interest in continued learning and growth; possess key qualities, such as integrity, compassion, and patience; and have the education, skills, and experience needed to be successful. Fluency in a threshold language of the community being served, such as Spanish, is particularly helpful. A high value is placed on lived experience of behavioral health conditions, whether through one's own experience or a family member's.

2. *If awarded this grant, will additional staff be needed? If so, how many and what position titles will you hire? Will you have any preferences for placement of those who are or have been homeless?*

If awarded the requested funding, a Property Manager/Support Worker (1.0 FTE) will be hired for each complex to live on-site and manage the property. Caminar is experienced recruiting, hiring, and retaining qualified personnel for this position; Avenida Apartments, for example, has a full-time, on-site Property Manager. The Property Manager/Support Worker will report to the Butte Regional Manager and work in close coordination with BCDBH Case Managers, colleagues from Caminar's vocational and supported employment programs, and other providers. This position will be intended for a peer with lived experience of homelessness and/or behavioral health issues, and job descriptions will clearly state this preferred qualification. The individual in this role will live on site in one of the studio units. Compensation reflects the provision of housing.

3. *How do these qualifications equip all your staff to meet the needs of the population(s) you serve?*

Over 54 years of providing services for individuals living with mental health conditions, Caminar has learned that pairing peer support with clinical services is a highly effective means to build participant engagement and retention and enhance the overall participant experience. For the Property Manager/Support Worker, lived experience and prior experience serving the target population will help the staff member to meet participants where they are and to respond to their challenges and successes with compassion and patience. For example, a new participant who has been living on the streets for some time will experience an adjustment period to shift out of survival mode, being to feel at home, and learn or relearn independent living skills.

4. *How do you develop new program, policies and procedures?*

When developing a new program, Caminar defines the program population and goals and then determines resource needs (e.g., financial, personnel, training) and outcomes. Program leadership develops detailed implementation plans, which include evidence based service approaches, staff training plans, policies and procedures, and evaluation plans; conducts a risk assessment to identify potential issues; works with relevant funding bodies to secure approvals for forms, processes, and plans; and coordinates with the Finance, Human Resources, IT, and Marketing departments. A timeline with major milestones guides progress toward a timely launch. Planning is informed and guided by prior program launches and lessons learned.

5. *Describe your organization's capability to manage grant programs. Include examples.*

Caminar has extensive experience managing grant-funded programs and has the internal systems in place to administer funds in compliance with funding requirements and to provide detailed financial and service reports to funders. In Fiscal Year 2018, Caminar was awarded more than \$730k in corporate and foundation grants and managed more than \$28M in city, county, state, and federal (HUD) government contracts and grants. Caminar operates CARF-accredited programs, demonstrating its capacity to meet rigorous standards. Recent new grant-funded programs include management of Solano County's Coordinated Entry System.

Financial management and reporting for the proposed project will be provided by Caminar's Finance Department, under the oversight of the Chief Operating Officer. Director of Finance & Accounting Alex Cheung, a Certified Public Accountant (CPA), has extensive experience as a Controller and has expertise in the development and implementation of internal controls and procedures that ensure compliance with stringent funder requirements. Oversight of the project, delivery of the supportive services, and reporting will be provided by Butte Regional Director Calleene Egan, who has five years of experience managing federal, state, county, and city contracts and grants; six years of experience in the behavioral health field; and two years of experience directing the operations of Avenida Apartments. Day-to-day operations will be managed by Brad Brunner, Program Manager, who joined Caminar more than two years ago and is experienced managing budgets and programs and developing staff.

6. *What key capabilities and minimum qualifications are required for the program staff?*

The Property Manager/Support Worker will possess at minimum a high school diploma or GED, with a bachelor's degree in a related field preferred; prior experience managing property and working with individuals who have serious mental illness; computer skills; ability to maintain a high level of confidentiality; proven customer service, problem solving, and communication skills; and understanding of safety and security in a shared living environment. Excellent candidates will have facility repair and maintenance skills and knowledge of the social rehabilitation/recovery model. Successful candidates must pass a criminal records clearance; a post-offer, pre-employment physical and drug test; and provide proof of or obtain First Aid and CPR certifications. Caminar aims for the Property Manager/Support Worker to have lived experience of behavioral health and/or homelessness. Upon hire, the individual will receive extensive training in such areas as fair housing, cultural competency, and mental health.

d. Data Management (2 POINTS)

- *Describe your organizational data collection policy and procedures to ensure quality data collection, data entry, and reporting for homeless services programs in Clarity, the Homeless Management Information System (HMIS)?*

Caminar is experienced using the HMIS for data collection, entry, and reporting; currently uses and contributes to the HMIS in both Butte and Solano counties; and understands the importance of timely and accurate data entry. For Avenida Apartments, the regional administrative team enters all resident data into HMIS at the time of entry and exit. Resident data is updated annually and as necessary to ensure the accuracy of all information and to assist in the coordination of services with other agencies. The tracked data through HMIS includes: entry dates, rates of return to homelessness, length of stay in supported permanent housing, changes in resident incomes, and graduations to independent community housing. Caminar also uses the HMIS to monitor the time that elapses from referral to placement in housing.

- *Describe any changes your organization will need to undertake to meet the data and reporting requirements of this RFP.*

Caminar is prepared to meet the data and reporting requirements outlined in the RFP, and has the staffing, systems, and expertise to provide accurate and timely data entry and reports. As demonstrated by its receipt of the highest level of CARF accreditation, Caminar has the capacity and know-how to meet rigorous requirements. Upon funding award, the organization's executive leadership, director of finance and accounting, regional director, and regional manager would review all the terms and ensure that reports are scheduled, processes are in place, and training is provided for staff who will be responsible for data collection and report preparation. The organization is experienced using HMIS and providing financial and outcomes reports in accordance with government requirements.

In Butte County, for example, Caminar provides annual performance reports for HUD and annual compliance surveys for the City of Chico; completes an annual HOME Site Monitoring Visit; and submits monthly and annual reports on Avenida Apartments' occupancy numbers and tenants' demographics and lengths of stay. Data collection and reporting systems will be transferable to the proposed project.

e. Cultural Competency (2 POINTS)

- Explain your agency's cultural competency according to your organization policies.
 1. *Describe how the agency's engagement and service delivery model assures access to underserved communities who are disproportionately impacted by homelessness, including efforts related to service design, staffing, outreach and engagement approach, and language.*

During the recruitment process, hiring managers assess candidates' levels of cultural competence and seek to engage and retain highly qualified personnel who possess both the skills and the commitment to deliver culturally competent services for diverse communities. For all staff, cultural competence is an ongoing professional development priority. Staff are trained to use person-centered, strengths-based approaches and participate in annual cultural competence training. Caminar's training approach is both cognitive, including the cultivation of critical awareness and knowledge, and behavioral, including the development of skills that help to build trust and promote effective communication. Staff will receive ongoing support and resources to approach clients (and their families) with culturally and linguistically responsive, trauma-informed services, including by providing access to translation when needed.

In alignment with recommendations of the National Coalition for the Homeless, Caminar will stabilize participants quickly in long-term housing placements, ensure the affordability of the housing, and offer supportive services tailored to each participant's needs.² Caminar has designed the project to make entry to housing low-barrier, with staff ready to work in partnership with clients and their BCDBH Case Managers to address access issues, such as income, mobility, stage of recovery, and safety. Staff members will be encouraged and supported in being responsive in delivering culturally sensitive, Housing First services, as mainstream approaches and services may not be appropriate or effective for all participants.

2. *Explain services will be available to populations disproportionately represented among the homeless population, including racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ youth and adults, and people with limited English proficiency.*

The Base Camp Village complexes will welcome persons referred through the Coordinated Entry process who are affected by mental health conditions. As is the practice at Avenida Apartments, staff will receive training to follow all Fair Housing laws and to create an environment welcome to people of all backgrounds, all genders, and all sexual orientations. Units, all of which will be ADA compliant, will be single occupancy, meaning participants will have private bedrooms and bathrooms. (One-bedroom units will afford the opportunity for couples or a parent residing with a child to live together.) BCDBH will provide professional translation services as needed. Residents will be expected, per tenant policies, not to engage in any actions that are discriminatory or to create an environment that feels unsafe to others.

3. *Please identify any issues or limitations your agency may encounter, and describe how your agency will modify services to meet the needs of these specific populations.*

Per the recommendations of the "Trauma Informed Community Building Model (TICB)," developed by the Health Equity Institute at San Francisco State University and BRIDGE Housing Corporation, community-building activities will be used to create "zones of safety"

² Retrieved 11/6/18 from <https://nationalhomeless.org/trauma-informed-care/>

through such factors as consistent staff, neutral locations, and a sense of connectedness among participants.³ Residents will have private units and live in a community, with shared spaces (laundry, garden, group room). The on-site Property Manager/Peer Support Worker will work in concert with BCDBH Case Managers (consistent staff) to provide supportive services and create and maintain a harmonious, inclusive living environment, where all participants will feel safe and at home. Monthly resident meetings, held in the community room, will help to empower participants to create a supportive environment for each other, prompt reflection on living in community, and facilitate dialogues. Community-building social activities will include monthly resident meetings, gardening projects, holiday and cultural celebrations, and field trips. When it emerges that a client will be more successful in a different type of housing environment, such as a higher level of care or gender-specific housing, the staff will facilitate placement.

f. Partnerships and Collaboration (3 POINTS)

- *Describe how your agency is part of the larger system of services and/or housing resources for people experiencing homelessness. Give an example of how your agency is connected to other organizations that are or have supported your agency's program participants.*

As a member of the Butte Countywide Homeless CoC and the operator of Avenida Apartments, Caminar is active in local systems that seek to ensure that residents who are experiencing homelessness receive culturally-competent, person-centered, and appropriate services and support. Avenida provides permanent housing, so that participants may stabilize, develop independent living skills, access vocational and employment opportunities (as appropriate), and build networks of support. The agency works closely with a wide network of community-based groups, government departments, and nonprofit organizations to coordinate services for clients, advocate, and strengthen the overall system of services, including BCDBH, Housing Authority, Department of Rehabilitation (DOR), DOR employment cooperative agencies (e.g., Jesus Center, Youth for Change, Dreamcatchers), Sheriff's Department, NAMI, Butte County CoC, Project Homeless Connect, Community Action Agency, North State Food Bank, Catalyst Domestic Violence Services, and many more. Avenida is thankful for in kind donations of food from Chico Gleaners and gently used furnishings from Chico State.

- *How will your agency work collaboratively to support exits to permanent housing or other services as needed in a seamless, person-friendly way? Describe any key, formal partnerships that are jointly designed with other agencies, and indicate whether they are formalized through an MOU or a subcontract.*

Caminar and Base Camp Village have entered into MOUs (attached), which outline the organizations' intent for Caminar to purchase two Base Camp Village complexes, provided funding is awarded through the HEAP, both located in Oroville and being built as permanent supportive housing. Once ready for move-in, supportive services would be offered in collaboration and coordination with BCDBH and community-based providers. Caminar and BCDBH have discussed the potential for Case Managers to provide on-site supportive services, as they do at Avenida Apartments, and BCDBH has indicated its capacity to participate. The organization also has spoken with the Housing Authority about project-based vouchers, which will be important to the financial operation and sustainability of the complexes.

Caminar believes safe, affordable housing plays a vital role in long-term recovery. As a permanent housing, residents will have access to a lasting home. When residents indicate their desire to move into community housing or a different housing situation will be better suit a resident's needs, staff members will work in coordination with the resident and their support team to identify suitable options. As long as residents stay at Base Camp Village, they will have access to ongoing coaching and support in independent living skills, so they may live their best lives in accordance with their strengths and goals.

³ Retrieved 11/6/18 from <https://www.aecf.org/blog/a-model-move-trauma-informed-community-building/>

HEAP Request for Proposal Application – Capital Project (80 points total)

8 pages maximum – Enter answers directly into this document

The Butte Countywide Homeless Continuum of Care (BCHCoC) is soliciting proposals from organizations for viable capital improvement, **WITH A SERVICE COMPONENT**, projects through a competitive application process. Funds will be available to assist organizations to make capital improvements to agency-owned facilities and/or to acquire facilities in Butte County (Subject to the Local Jurisdiction Declaration of a Shelter Crisis).

All funds made available under this RFP must be spent specifically on homeless individuals and/or families. Funds may be used for the construction, acquisition, and/or rehabilitation of housing dedicated to this population.

Non-profit agencies, public housing authorities, and incorporated cities and towns within Butte County are eligible to apply to develop homeless housing. Eligible applicants are permitted to submit an application as a consortium with an identified lead entity or eligible applicants may submit individual applications in response to this RFP. Applicants may also submit more than one (1) application.

Project should be shovel ready and demonstrate the ability to fully expend funds before June of 2021. Projects must provide the appropriate level of supportive services needed to serve the population or subpopulation of persons who are experiencing homelessness.

HEAP funds are considered “public funds” as a term used by Labor Code 1720. It is up to the agency/organization to determine any prevailing wage requirements. It is recommended the applicants consult with an attorney and/or the Department of Industrial Relations to make a final determination on paying of State Prevailing Wage.

All costs incurred in connection with the preparation and submission of applications and participation in this procurement shall be borne solely by the applicant. The BCHCoC shall not, under any circumstances, be responsible for or defray any costs incurred by the applicant.

Applicant: **Caminar**

Project: **Base Camp Village I, Paula Court**

1. PROJECT OVERVIEW AND POPULATION (UNSCORED)

a. **Where is this project located?** Provide exact addresses of all locations.

The proposed permanent supportive housing complex "Base Camp Village I, Paula Court" will be located at 78 Paula Court, Oroville, CA 95965.

b. **What household types and/or Specific Populations are eligible for this project?**

You may check more than one box.

- Families with Children
- Seniors (60+)
- Single Females
- Single Males
- TAY Youth (18-24) Unaccompanied
- Youth (Under 18) Unaccompanied
- Veterans and/or their Families
- Domestic Violence – Fleeing/Victims/Survivors
- Chronic Homeless
- Medically Fragile Person/s
- People living with Mental Illness
- Other: People with disabilities, who are able to live independently

PROJECT DESIGN DESCRIPTION (28 POINTS)

Project Overview (10 Points)

(1) **Please describe your project.**

The acquisition and operation of Base Camp Village I, Paula Court will add to the supply of permanent supportive housing for Butte County residents who have serious mental illness and who are experiencing homelessness. The project will leverage the model that Caminar has honed at its permanent supportive housing complex, Avenida Apartments, since December 2007. The complex will be acquired from the nonprofit housing developer Base Camp Village, Inc. Like Avenida Apartments, the complex will have a live-in Property Manager/Support Worker, who will work in close coordination with Butte County Department of Behavioral Health (BCDBH) Case Managers to offer supportive services for residents. The complex will have 12 ADA compliant units (8 studios and 4 one-bedroom units) with furnishings, appliances (oven, stove, refrigerator, microwave, air conditioning, heating), and broadband internet. Site amenities will include a fire sprinkler system, outdoor courtyard, dog walk area, and a community building, with a group/conference room, two counseling offices, laundry facilities, and restroom.

(2) **Please describe residential services provided.**

Need: According to the "2017 Homeless Point in Time Census & Survey Report" prepared by the Butte Countywide Homeless Continuum of Care, Oroville had the second highest count of individuals who were homeless among area cities: 713 people. This count reflected an 83 percent increase over the count in 2015.¹ In September 2018, the Oroville City Council voted 5-0 to declare the city in a "shelter crisis." The 2017 report found that mental illness was the third most prevalent response people provided as the cause of their homelessness. "Managing my mental health" was the fifth most common reason given for not being able to end their homelessness. The report's authors noted: "Mental illness and substance use disorders make focus, rational judgments, and planning difficult to care for oneself or secure housing."

¹ Retrieved 11/7/18 from

http://www.butthomelesscoc.com/uploads/11/17/5/117500423/2017_butte_pit_community_report_-_final.pdf

Addressing the Need: The Base Camp Village I project will establish a new ADA compliant, permanent, supportive housing complex tailored to the needs of people with mental illness who are experiencing homelessness in Butte County. The 12-unit complex will feature eight studio units and four one-bedroom units, which may be single-occupancy or accommodate couples or a parent with a child. The program will serve people assessed at the highest priority by the Coordinated Entry system who also are being served by BCDBH.

Services: The core principles underlying Caminar's supportive housing programs are Housing First, Person Centered, Culturally Competent, Strengths Based, Harm Reduction, and Trauma Informed. Individuals will not be turned away due to substance use or lack of income. On-site supportive services will be provided by Caminar in coordination with BCDBH and other local providers involved in residents' support teams, with on-site group and individual counseling space available. Residents will receive support and encouragement to participate in any services in which they choose to engage by the Property Manager/Support Worker, who will live on-site in one of the studio units. Residents will have access to Caminar's vocational programs, including ProTouch and Jobs Plus, which will provide opportunities to reenter the workforce, learn vocational skills, and begin to earn income. New residents will receive a clean and furnished unit equipped with essentials, such as clothing, linens, cleaning materials, cooking supplies, dishes and utensils, pantry items, and groceries. A food pantry will alleviate food insecurity. During monthly resident meetings, residents may learn and practice stress reduction and wellness practices. The complex will be convenient to essential services, such as B-Line Transit bus routes and BCDBH Day Center, and resources, such as parks and stores carrying household items and groceries. Hospitals and health clinics are less than five miles away.

(3) Please Describe Partnerships (*i.e., describe project partners and their role in the project, particularly in regard to providing supportive services and/or other needed services*).

The proposed project will be made possible through the implementation of an acquisition agreement between Caminar and housing developer Base Camp Village, Inc. (MOU provided). Per the letter of support submitted by BCDBH, the department is prepared to assist with supportive services, as they do at Avenida Apartments. In addition, Caminar has well-established, collaborative relationships with a wide network of community-based groups, government departments, and nonprofit organizations, which will assist in the coordination of additional supportive services for residents. This network includes the CoC, Housing Authority, Department of Rehabilitation (DOR), Jesus Center, Sheriff's Department, NAMI, Project Homeless Connect, Far North Regional Center, Community Action Agency, Chico Gleaners, North State Food Bank, Catalyst Domestic Violence Services, and many more.

(4) Please Describe Affordability

All leased units will be restricted to persons earning less than 30% of Area Median Income (AMI) and rental rates will be based on 30% of income. Caminar is in conversation with the Housing Authority of the County of Butte to secure project-based Housing Choice (Section 8) Vouchers for all units. These vouchers, paired with the tenants' rental fees, will help to ensure affordability throughout the affordability period and sustain the operation of the complex beyond June 2021. For new residents with no sources of income, Caminar will engage the support of the residents' BCDBH Case Managers for benefits enrollment assistance.

(5) Please Describe Project Timeline with Key Benchmarks

The Paula Court property currently is owned by Base Camp Village, Inc., which has established all architectural plans and cost estimates and has secured private lenders and loans to fund the construction of the complex. These loans and investments will be repaid in part by Caminar's purchase of the complex. The implementation of this project is contingent on the award of HEAP funding at the requested funding level. The proposed project timeline is as follows:

- October 2018 – September 2019 - Base Camp Village, Inc. manages the development and construction process. Construction is scheduled to begin in January.
- September 2019 – Receive certificate of occupancy / Caminar prepares for acquisition.
- October 2019 – Caminar purchases Base Camp Village I, Paula Court from Base Camp Village, Inc., per the terms of the MOU / Caminar secures inspections, etc., and advises the Coordinated Entry system of projected date to begin to receive referrals.
- November 2019 – Occupancy begins.
- November 2019 – June 2021 - Caminar uses HEAP funding to fund supportive services.
- January 2019 – Projected completion of lease-up phase.

Commitment to Housing First and Low-Barrier (8 Points)

(1) What criteria must participants meet before your project works with them?

Leased units will be reserved for individuals ages 18 or older who have been placed at highest priority by the Coordinated Entry system, are receiving BCDBH services, and earn less than 30% of Area Median Income. Four units will be available for couples or a parent with a child.

(2) What would cause your agency to deny someone entry into this project?

Caminar uses a Housing First approach. Provided a potential resident has been included on the Coordinated Entry Housing Community Housing list, is receiving County Behavioral Health services, and is 18 years of age or older (or an accompanied minor under age 18), Caminar will accept the referral. Individuals will not be turned away due to substance use or lack of income.

(3) Why would someone experiencing homelessness want to participate in your project?

Base Camp Village I will offer residents safe, attractive, permanent, affordable, and ADA compliant housing, where they will enjoy the benefits of a private unit while living as part of a community and have access to ongoing supportive services.

(4) What project rules do participants have to follow, and what happens if a participant does not follow the rules?

Prior to move-in, the Property Manager/Support Worker will review with participants the House Rules and Rental Agreement, answer questions, and obtain signed consent forms. As issues arise, staff members will work in concert with the resident and resident's support team to address them in supportive, strengths-based ways through linkages to services, coaching, and skill building. Sometimes the resident and team will determine that the most appropriate step for a resident's wellness will be placement in a different housing environment, such as in a sober living home, higher level of care, or with a family member. A last resort, evictions will be implemented in coordination with the support team in order to prevent homelessness.

(5) Given limited resources, how will your agency prioritize households for participation?

Caminar will accept referrals solely through the Coordinated Entry system and contact the highest priority individual or family who is receiving behavioral health services.

(6) How does your agency ensure that services are voluntary?

Caminar's recovery model and Housing First approach will guide staff members in recognizing, supporting, and empowering each resident's self-determined choices about their living situations and supported services. If a resident decides to discontinue participation in behavioral health services, this choice does not affect their housing. Residents may move out when they choose.

(7) If someone is asked to leave the program, what steps does your project take to make sure they do not exit to homelessness?

Caminar understands the challenges that residents often face and personnel receive training in eviction prevention strategies, including proactive coordination with the resident's support team paired with communication with the resident. In cases where exit from the program emerges as the necessary solution, the Property Manager/Support Worker and support team will reduce the risk of homelessness by offering linkages to appropriate housing options.

Commitment to Racial Equity Goals (2 Points)

(1) Describe how your agency will make sure that your project does not discriminate in any of its activities or operations.

Staff members will be expected to fulfill mandates and goals of fair housing and civil rights, and this commitment will be reflected in policies, procedures, and practices. The Property Manager/Support Worker will attend the North Valley Property Owners Association's annual training on Federal Fair Housing provisions and local requirements, including new laws, protected classes, disability, assistive animals, occupancy standards, language, and other fair housing considerations. Additional trainings will be organized as needed to address emerging staff training needs. All agency staff members complete annual cultural competency training.

Commitment to Housing-Focused Services (8 Points)

(a) Describe the staffing model for your project.

i. What supportive services are offered and when?

The proposed program staffing replicates the model that has been effective at Caminar's Avenida Apartments complex. The Property Manager/Support Worker (1.0 FTE) will live on-site and be responsible for managing the complex, onboarding new residents, preparing units for new residents, overseeing safety, collecting data, building community among residents, hosting resident meetings and gatherings, coordinating with residents' support team members, and providing one-to-one support for residents (e.g., independent living skills, coping strategies, resource linkage, problem-solving). The staff member will work in close coordination with the resident's support team members to empower the resident to develop daily living and coping skills, maintain their mental wellness, and make progress on their goals. Residents also will have access to Caminar's vocational training and supported employment programs. Back-up coverage for the Property Manager will be provided by Caminar's Butte Region team.

ii. What is the ratio of direct-service staff to participants and how does that ratio support housing outcomes?

The staff to participant ratio will range from 1:11 (based on single occupancy of all units) to 1:15 (double occupancy of the one-bedroom units). The Property Manager/Support Worker will work closely with residents' support team members to coordinate and provide supportive services.

iii. What responsibilities and/or tasks do project staff have during housing search and application?

During the housing search and application, the Property Manager/Support Worker will work in coordination with the Coordinated Entry system and BCDBH Case Managers. The Property Manager will meet with the prospective resident, calculate the monthly rent based on income, review and complete enrollment paperwork (including policies, rent agreements), enter data in HMIS, prepare the unit, provide welcome and orientation, and coordinate with the Case Managers to understand and plan for needed supportive needs.

(b) What qualifications or qualities are most important to you when hiring direct-service staff? How do these prepare staff to serve your participants?

Caminar has learned that the following qualities are important for providing effective, high quality, strengths based, and person centered supported housing services for the target population: dedication to mission, integrity, commitment to diversity, patience, compassion, resilience, creativity, and attentiveness to detail. Prior experience working with the target population (paid or volunteer) or lived experience of mental health issues will be essential. Prior training in mental health topics will be preferred. Key skills will include customer service, communication, cultural competence, deescalation/crisis prevention, community building, and relationship building. The Property Manager/Support Worker will complete training in mental health, Fair Housing, property management, peer support, and related topics.

(c) How does your agency ask for and incorporate participant feedback about your services into your project design, policies, and/or procedures? Please provide examples.

Following the Avenida Apartments model, Base Camp Village will host weekly, voluntary resident social gatherings, which will provide a venue for addressing resident concerns, and monthly, mandatory meetings, during which staff will present new policies and procedures and residents may ask questions and raise concerns. The Property Manager/Support Worker will have an open door policy for residents, and residents may share feedback confidentially through quarterly surveys. Caminar will respond to suggestions and feedback brought forward by residents and actively encourage residents' participation in the resolution of issues.

2. BUDGET (15 POINTS)

Must provide bids/quotes/proof of cost for physical equipment, software, hardware, land, buildings etc.

Category	Total Project Cost	HEAP Funding Request Amount	Funding Source 2 if Needed	Funding Source 3 if Needed
Acquisition Costs	\$800,000	\$800,000		
Construction				
Soft Costs				
Rehabilitation Costs				
Furnishings for Persons to Use				
Capitalized Reserves				
Other Development Costs				
Total from Budget Worksheets	\$77,880	\$77,880		
Total	\$877,880	\$877,880		

(a) Identify the person(s) responsible for overall financial management of the activity. Indicate how many years of experience they have managing this or similar programs.

Financial management and reporting for the project will be overseen by Caminar's Director of Finance & Accounting, who reports to the Chief Operating Officer. A Certified Public Accountant (CPA) with an MBA, Alex Cheung joined Caminar in May 2017, and has more than 20 years of experience in accounting, including 14 years in the role of controller. Oversight of the project budget and program operations will be provided by Regional Director Calleene Egan, who holds a Master of Arts in Social Entrepreneurship and has been directing the operations of Avenida Apartments for two years and worked in the behavioral health field for six years. Day-to-day program operations will be managed by Brad Brunner, Program Manager, who represents Caminar at the Continuum of Care Council meetings and manages Butte Region programs.

(b) Budget narrative

HEAP funding will be used to fund acquisition and supportive services. Caminar plans to expend \$800,000 of HEAP funds in October 2019 to purchase of Base Camp Village I, Paula Court. The remaining \$77,880 will be expended by June 2021, in order to fund the operating costs of supportive housing services. In alignment with the purpose of HEAP funding, the funds will establish a new permanent, supportive housing complex for priority populations and deliver supportive services for housing residents, with the aim of keeping residents stably housed. Supportive services will be provided by Caminar in coordination with the BCDBH and other providers involved in residents' support teams. Attached is documentation of costs and valuation. Caminar plans for the combination of tenants' rental fees (capped at 30% of income) and project-based Vouchers to sustain the housing and supportive services beyond the HEAP funding period. In kind contributions, such as gently used room furnishings from Chico State, will aid sustainability.

3. GOALS & OUTCOMES (25 POINTS)**(a) Describe your projects desires goals and outcomes.**

The primary goal of Base Camp Village I will be to provide housing that is safe, supportive, affordable, and permanent for individuals in Butte County who have serious mental health conditions and have experienced homelessness. With the foundation of housing and supportive services, residents will move forward on a pathway to greater independence and community integration. For Avenidas Apartments, Caminar currently works toward the following outcomes: (1) Reduce homelessness, and (2) Increase length of stay in housing. Measurements include: (A) Number of tenants (monthly and annual counts), with demographic information, and (B) Number of years tenants have been in the housing program. Caminar proposes to pursue these outcomes through Base Camp Village, as well as:

- Successful completion of the acquisition of Base Camp Village.
- Successful opening of the complex, with units furnished and ready to welcome residents.
- Maintaining 90% occupancy at all times, following the start-up period.
- 100% of residents who are not accessing benefits for which they are eligible (e.g., SSI, SSDI, General Assistance, CalFresh) will be offered linkage to assistance.
- 100% of residents will have access to supportive services to maintain their housing.

(b) Describe how project progresses the state and local homelessness goals /priorities.

Camarin's proposed acquisition of the Base Camp Village I permanent supportive housing complex will advance the larger goal of supporting movement toward and access to housing for people experiencing homelessness and contribute to the following Butte County priorities:

- House within 30 days or less of becoming homeless, our Families with Children, Youth or TAY (Transition aged youth 18-24) and Domestic Violence Victims/Survivors: Caminar will accept referrals solely through the Coordinated Entry system and will be prepared to accept the most vulnerable people on the list who are receiving behavioral health services. The organization will advise the CE system promptly when a unit will be available.
- Offer locations in Oroville for people who are homeless to be entered into HMIS and Coordinated Entry: Caminar would be pleased to offer space in the complex community building, located in Oroville, for Coordinated Entry intakes.
- Take the 20 persons with the highest vulnerability from Coordinated Entry and have them placed into housing by end of December 2019: The proposed complex is scheduled to begin accepting participants before December 2019. Caminar will be prepared to accept referrals of individuals and families (couples or TAY/adult parents with a child) who are assessed at highest vulnerability and are receiving behavioral health services.

- Significantly Reduce Veteran Homelessness in Butte County: Caminar will apply its experience serving Veterans who are affected by homelessness and accept referrals of Veterans from the Coordinated Entry list.
- In alignment with the discussion of priorities at the December 19 CoC meeting, Base Camp Village I will expand the supply of housing for residents in need of supportive housing.

(c) What is your anticipated Total Number of Unduplicated Participants:

- i. Provide the total number of unduplicated participants that will be served by each proposed service.**

When completed, the complex will serve at least 11 unduplicated participants over 12 months. The actual count will be determined by turnover and the number of couples and families referred for the one-bedroom units. At Avenida Apartments, the average stay for a resident is 2.7 years.

- i. Describe your intended plan for monitoring and reporting out of your projections and outcomes on a quarterly basis.**

Caminar will maintain detailed program documentation and provide financial and outcomes reports on schedule. The organization's administrative professionals will enter all resident data in the Homeless Management Information System (HMIS) at the time of residents' entries into and exits from the program and update the records annually and as necessary to ensure the accuracy of resident information. Program documentation will track case notes. Following the opening of Base Camp Village I, Caminar will report monthly, quarterly, and annually on the occupancy rate and number of people served. In quarterly and annual narrative reports, Caminar will share highlights of what has been achieved, lessons learned, and plans. Per funding requirements, program records will be retained for a minimum of seven years and be available for monitoring purposes.

(d) Describe how you plan to assess customer or user satisfaction with your services?

The Property Manager/Support Worker, a BCDBH representative, and residents will meet monthly as a group to discuss new ideas, implement prior ideas, and problem solve any resident concerns. The Property Manager also will have an open door policy to residents. A quarterly survey will monitor trends in resident satisfaction and collect feedback and suggestions. Results will be discussed among staff and with residents, in order to identify what is working well and where improvements may be made. When adjustments are made, feedback will be monitored to assess whether the change is leading to the desired effects.

- i. How do you plan to use the information to assess and/or make any changes to the services being delivered?**

The Property Manager/Support Manager will actively seek feedback, respond to concerns, and collaborate with residents to create safe spaces for discussion, problem solving, and planning.

(e) Indicate what changes, if any, in operations your agency will experience in order to provide the services and how you plan to measure whether the changes occur or not.

Through the acquisition, Caminar will assume responsibility for a new service location and hire one new staff member (Property Manager). These changes are key project milestones.

(f) Describe how your project will continue after June 30, 2021. If it will not, state reasons why. Caminar plans to continue operations after June 30, 2021. Residents will access permanent housing, with property management and on-site supportive services provided by Caminar, in collaboration with the BCDBH. Project-Based Housing Choice (Section 8) Vouchers by the Housing Authority would further the financial sustainability of the program.

4. PAST PERFORMANCE AND DATA COLLECTION (10 POINTS)

(a) Describe your experience in successfully completing this type of capital project.

Caminar has extensive experience working in partnership with housing developers to offer supportive housing programs. Avenida Apartments, for example, was made possible through a collaborative partnership among BCDBH, HUD, and Tri Counties Bank. Caminar initially was approached by the BCDBH in 2002 about providing housing services for behavioral health clients. In partnership with BCDHB, Caminar successfully secured funding from HUD, the City of Chico, BCDBH, and Tri Counties Bank. The building, which was built in the 1960s and was previously used for transitional living, required significant renovations to create units that felt like "home." The redesign included the addition of unit porches and a laundry room, a new façade, unit kitchen upgrades, window replacement, rewriting, and landscaping. Avenida has become a community that residents are happy to call home for the long-term. The program reports regularly on its progress toward the outcomes of reducing homelessness and increasing length of stay in housing by individuals with serious mental health conditions.

Caminar also has partnered with behavioral health departments and housing developers in Solano and San Mateo counties to implement and deliver supportive housing services as both property manager and supportive services provider.

(b) Please provide three references that can speak to your organization's ability to successfully complete the capital project.

Entity	Keene Consulting
Contact Name	Rick Keene
Title	Senior Strategic Advisor; State Assemblymember (ret); former Chico Mayor
Phone	(916) 284-4822
Email	Rick.Keene@yahoo.com
Relationship	Mr. Keene is an advisor to Base Camp Village, Inc.

Entity	Butte County Department of Behavioral Health
Contact Name	Dorian Kitrell, MFT
Title	Director
Phone	530.891.2850
Email	dkitrell@buttecounty.net
Relationship	Caminar is a long-standing contractor of BCDBH.

Entity	Heritage Bank of Commerce
Contact Name	Mark D. Monasch
Title	Vice President, Commercial Lending
Phone	(650) 579-1516
Email	mark.monasch@herbank.com
Relationship	Caminar banks at Heritage Bank.

(c) The funded organization will be expected to provide quarterly reports on program activities and unduplicated participants and semi-annual reports on outcomes.

Caminar is prepared to meet this requirement. The organization is experienced providing timely, detailed, and accurate financial, operational, and outcomes-related reports for funders. The organization will provide regular updates on the progress of the project, in addition to submitting formal quarterly and semi-annual reports. Reports will include updates on project activities, data on unduplicated participants (after move-in), and progress on outcomes measurements.

2018 HEAP Request for Proposals
Proposed Project Budget (see additional tab for Proposed Personnel Detail)
January 1, 2019 – June 30, 2021

Applicant Agency Name:	Caminar
Proposed Project Name:	Base Camp Village I, Paula Court

Item (auto-filled from Personnel Detail)	Amount by Fund Source			Total Project
	Requested HEAP Funding	Other ¹	Other ¹	
1000 - PERSONNEL SERVICES				
1110 Salaries (Full- & Part-Time)	\$ 31,200.00	\$ -	\$ -	\$ 31,200.00
1300 Fringe Benefits	\$ 171.00	\$ -	\$ -	\$ 171.00
1400 Other Employee Benefits ²	\$ 13,709.00	\$ -	\$ -	\$ 13,709.00
SUBTOTAL - PERSONNEL SERVICES	\$ 45,080.00	\$ -	\$ -	\$ 45,080.00
2000 - SUPPLIES				
2100 Office Supplies	\$ 300.00			\$ 300.00
2200 Operating Supplies ³				\$ -
2300 Repairs & Maintenance Supplies	\$ 2,400.00			\$ 2,400.00
SUBTOTAL - SUPPLIES	\$ 2,700.00	\$ -	\$ -	\$ 2,700.00
3000 - 4000 OTHER SERVICES & CHARGES				
3100 Expert & Consultant Services				\$ -
3140 Contractual Employment	\$ 3,000.00			\$ 3,000.00
3150 Data Processing	\$ 2,000.00			\$ 2,000.00
3190 Other Professional Services ⁴				\$ -
3210 Telephone	\$ 1,600.00			\$ 1,600.00
3220 Postage				\$ -
3300 Automobile Expense				\$ -
3310 Convention & Travel				\$ -
3400 Advertising				\$ -
3500 Printing & Duplicating				\$ -
3600 Insurance	\$ 2,500.00			\$ 2,500.00
3700 Public Utility Services	\$ 7,000.00			\$ 7,000.00
3800 Repairs & Maintenance	\$ 8,000.00			\$ 8,000.00
3900 Rentals - Buildings				\$ -
Rentals - Equipment				\$ -
4210 Education Expense				\$ -
4220 Capitol Purchase	\$ 800,000.00			\$ 800,000.00
4290 Other Miscellaneous Expenses ⁵	\$ 6,000.00			\$ 6,000.00
4999 Administrative Costs/Indirect Costs				\$ -
Other:				\$ -
Other:				\$ -
Other:				\$ -
Other:				\$ -

UBTOTAL - OTHER SERVICES & CHARGES	\$ 830,100.00	\$ -	\$ -	\$ 830,100.00
TOTAL EXPENDITURES	\$ 877,880.00	\$ -	\$ -	\$ 877,880.00

¹ Identify specific funding sources included under the "Other" column(s) above:		² Other Employee Benefits - Itemize below:	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total	\$ -	Total	\$ -

³ Operating Supplies - Itemize below (Do Not Include Office Supplies):		⁴ Other Professional Services - Itemize below:	
			\$
			\$
			\$
			\$
Total	\$ -	Total	\$ -

⁵ Other Miscellaneous Expenses - Itemize below:		Administrative Costs/Indirect Costs - Itemize below:	
Transportation	\$ 2,000.00		\$
Food	\$ 2,000.00		\$
Clothing	\$ 2,000.00		\$
			\$
Total	\$ 6,000.00	Total	\$ -

Does the agency have a federally approved rate?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, provide the rate:	<input type="text"/>			

2018 HEAP Request for Proposals
Proposed Personnel Detail Budget (see additional tab for Proposed Project Budget)
January 1, 2019 - June 30, 2021

Applicant Agency Name:	Caminar
Proposed Project Name:	Base Camp Village I, Paula Court

Agency's Full-Time Equivalent (FTE) =			hours/week	Amount by Fund Source(s)					
Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	Requested Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
Property Manager		1.00	40	\$15.00	\$ 31,200.00				\$ 31,200.00
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
Subtotal - Salaries & Wages					\$ 31,200.00	\$ -	\$ -	\$ -	\$ 31,200.00
Personnel Benefits:									
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ 171.00
									\$ 13,709.00
									\$ 13,880.00
Subtotal - PERSONNEL COSTS (SALARIES & BENEFITS):					\$ 45,080.00	\$ -	\$ -	\$ -	\$ 45,080.00

HEAP Request for Proposal Application – Capital Project (80 points total)

8 pages maximum – Enter answers directly into this document

The Butte Countywide Homeless Continuum of Care (BCHCoC) is soliciting proposals from organizations for viable capital improvement, **WITH A SERVICE COMPONENT**, projects through a competitive application process. Funds will be available to assist organizations to make capital improvements to agency-owned facilities and/or to acquire facilities in Butte County (Subject to the Local Jurisdiction Declaration of a Shelter Crisis).

All funds made available under this RFP must be spent specifically on homeless individuals and/or families. Funds may be used for the construction, acquisition, and/or rehabilitation of housing dedicated to this population.

Non-profit agencies, public housing authorities, and incorporated cities and towns within Butte County are eligible to apply to develop homeless housing. Eligible applicants are permitted to submit an application as a consortium with an identified lead entity or eligible applicants may submit individual applications in response to this RFP. Applicants may also submit more than one (1) application.

Project should be shovel ready and demonstrate the ability to fully expend funds before June of 2021. Projects must provide the appropriate level of supportive services needed to serve the population or subpopulation of persons who are experiencing homelessness.

HEAP funds are considered “public funds” as a term used by Labor Code 1720. It is up to the agency/organization to determine any prevailing wage requirements. It is recommended the applicants consult with an attorney and/or the Department of Industrial Relations to make a final determination on paying of State Prevailing Wage.

All costs incurred in connection with the preparation and submission of applications and participation in this procurement shall be borne solely by the applicant. The BCHCoC shall not, under any circumstances, be responsible for or defray any costs incurred by the applicant.

Applicant: **Caminar**

Project: **Base Camp Village II, Nelson Avenue**

1. PROJECT OVERVIEW AND POPULATION (UNSCORED)

a. **Where is this project located?** Provide exact addresses of all locations.

The proposed permanent supportive housing complex “**Base Camp Village II, Nelson Avenue**” will be located at 1700 Nelson Avenue, Oroville, CA 95965.

b. **What household types and/or Specific Populations are eligible for this project?**

You may check more than one box.

- Families with Children
- Seniors (60+)
- Single Females
- Single Males
- TAY Youth (18-24) Unaccompanied
- Youth (Under 18) Unaccompanied
- Veterans and/or their Families
- Domestic Violence – Fleeing/Victims/Survivors
- Chronic Homeless
- Medically Fragile Person/s
- People living with Mental Illness
- Other: People with disabilities, who are able to live independently.

PROJECT DESIGN DESCRIPTION (28 POINTS)

Project Overview (10 Points)

(1) Please describe your project.

The acquisition and operation of Base Camp Village II, Nelson Avenue will add to the supply of permanent supportive housing for Butte County residents who have serious mental illness and who are experiencing homelessness. The project will leverage the model that Caminar has honed at its permanent supportive housing complex Avenida Apartments since December 2007. The complex is being developed and built by nonprofit housing developer Base Camp Village, Inc. Like Avenida Apartments, the complex will have a live-in Property Manager/Support Worker, who will work in close coordination with Butte County Department of Behavioral Health (BCDBH) Case Managers to offer supportive services for residents. The complex will have 12 ADA compliant units (8 studios and 4 one-bedroom units) with furnishings, appliances (oven, stove, refrigerator, microwave, air conditioning, heating), and broadband internet. Site amenities will include a fire sprinkler system, outdoor courtyard, dog walk area, and a community building, with a group/conference room, two counseling offices, laundry facilities, and restroom.

Caminar has experience fulfilling the aims and scope of this project. In the case of the Avenida Apartments, for example, Caminar was approached by the BCDBH in 2002 about providing housing services for behavioral health clients. In partnership with BCDHB, Caminar successfully secured funding from HUD, the City of Chico, BCDBH, and Tri Counties Bank. The building, which was built in the 1960s and previously used for transitional living, required significant renovations to create units that felt like “home.” The redesign included the addition of unit porches and a laundry room, a new façade, unit kitchen upgrades, window replacement, rewriting, and landscaping. Avenida has become a community that residents are happy to call home for the long-term. The average stay is 2.7 years. One resident has lived at Avenida for eight years.

(2) Please describe residential services provided.

Need: According to the “2017 Homeless Point in Time Census & Survey Report” prepared by the Butte Countywide Homeless Continuum of Care, Oroville has the second highest count of individuals who were homeless among area cities: 713 people. This count reflected an 83 percent increase over the count in 2015.¹ In September 2018, the Oroville City Council voted 5-0 to declare the city in a “shelter crisis.” The 2017 report found that mental illness was the third most prevalent response people provided as the cause of their homelessness. “Managing my mental health” was the fifth most common reason given for not being able to end their homelessness. The report’s authors noted: “Mental illness and substance use disorders make focus, rational judgments, and planning difficult to care for oneself or secure housing.”

Addressing the Need: The Base Camp Village II project will establish a new ADA compliant, permanent, supportive housing complex tailored to the needs of people with mental illness who are experiencing homelessness in Butte County. The 12-unit complex will feature eight studio units and four one-bedroom units, which may be single-occupancy or accommodate couples or a parent with a child. The program will serve people assessed at the highest priority by the Coordinated Entry system and who are being served by BCDBH.

Services: The core principles underlying Caminar’s supportive housing programs are Housing First, Person Centered, Culturally Competent, Strengths Based, Harm Reduction, and Trauma Informed. Potential residents will not be turned away due to substance use or lack of income. On-site supportive services will be provided by Caminar in coordination with BCDBH and other local providers involved in residents’ support teams, with space available for group and individual counseling sessions. Residents will be supported and encouraged to participate in any services in which they choose to engage by the Property Manager/Support Worker, who will live on-site in one of the studio units. Residents will have access to Caminar’s vocational programs, including ProTouch and Jobs Plus, which will provide opportunities to reenter the workforce, learn vocational skills, and begin to earn income. New residents will receive a clean and furnished unit equipped with essentials, such as clothing, linens, cleaning materials, cooking supplies, dishes and utensils, pantry items, and groceries. A food pantry will alleviate food insecurity. During monthly resident meetings, residents may learn and practice stress reduction and wellness practices. The complex will be convenient to essential services, such as B-Line Transit bus routes, BCDBH Day Center, and health clinics, and resources, such as parks and stores carrying household items and groceries.

(3) Please Describe Partnerships.

The proposed project is being made possible through an agreement with housing developer Base Camp Village, Inc. (MOU provided). Per the letter of support being submitted by BCDBH, the department is prepared to assist with supportive services, as they do at Avenida Apartments. In addition, Caminar has well-established, collaborative relationships with a wide network of community-based groups, government departments, and nonprofit organizations, which will assist in the coordination of additional supportive services for residents. This network includes the CoC, Housing Authority, Department of Rehabilitation (DOR), Jesus Center, Sheriff’s Department, NAMI, Project Homeless Connect, Community Action Agency, North State Food Bank, Catalyst Domestic Violence Services, and many more. Chico Gleaners provides in kind donations of food, and Chico State gently used furnishings.

For Avenida Apartments, interior design students at Chico State provided pro bono consultation on paint, decorations, furnishings, and other design elements in order to present a living environment that nurtured a feeling of calm and a sense of beauty and light. If awarded funding, Caminar will explore opportunities to again collaborate.

¹ Retrieved 11/7/18 from http://www.butthomelesscoc.com/uploads/1/1/7/5/117500423/2017_butte_pit_community_report_-_final.pdf

(4) Please Describe Affordability

All leased units will be restricted to persons earning less than 30% of Area Median Income (AMI) and rental rates will be based on 30% of income. Caminar is in conversation with the Housing Authority of the County of Butte to secure project-based Housing Choice (Section 8) Vouchers for all units. These vouchers, paired with the tenants' rental fees, will help to ensure affordability throughout the affordability period, as well as sustain the operation of the complex beyond June 2021. For new residents with no sources of income, Caminar will engage the support of residents' BCDBH Case Managers for benefits enrollment.

(5) Please Describe Project Timeline with Key Benchmarks

The Nelson Avenue property currently is owned by Base Camp Village, Inc., which has established all architectural plans and cost estimates and has secured private lenders and loans to fund the construction of the complex. These loans and investments will be repaid in part by Caminar's purchase of the complex. The implementation of this project is contingent on the award of HEAP funding at the requested level. The proposed project timeline is as follows:

- March 2019 - January 2020 – Base Camp Village, Inc. manages the development and construction process. A public hearing is scheduled in March at the Oroville Planning Commission. Construction is scheduled to begin in May.
- January 2020 – Receive certificate of occupancy / Caminar prepares for acquisition.
- February 2020 – Caminar purchases Base Camp Village II, Nelson Avenue from Base Camp Village, Inc., per the terms of the MOU / Caminar secures inspections, etc., and advises the Coordinated Entry system of projected date to begin to receive referrals.
- March 2020 – Occupancy begins.
- March 2020– June 2021 - Caminar uses HEAP funding to fund supportive services.
- May 2020 – Projected completion of lease-up phase.

Commitment to Housing First and Low-Barrier (8 Points)**(1) What criteria must participants meet before your project works with them?**

Leased Units will be reserved for individuals ages 18 or older who have been placed at highest priority by the Coordinated Entry system, are receiving services through BCDBH, and earn less than 30% Area Median Income. Four units will be available for couples or a parent with a child.

(2) What would cause your agency to deny someone entry into this project?

Caminar uses a Housing First approach. Provided a potential resident has been included on the Coordinated Entry Housing Community Housing list, is receiving County Behavioral Health services, and is 18 years of age or older (or an accompanied minor under age 18), Caminar will accept the referral. Individuals will not be turned away due to substance use or lack of income.

(3) Why would someone experiencing homelessness want to participate?

Base Camp Village II will offer residents safe, attractive, permanent, affordable, and ADA compliant housing, where they will enjoy the benefits of a private unit while living as part of a community and have access to ongoing supportive services.

(4) What project rules do participants have to follow, and what happens if a participant does not follow the rules?

Prior to move-in, the Property Manager/Support Worker will review with participants the House Rules and Rental Agreement, answer questions, and obtain signed consent forms. As issues arise, staff members will work in concert with the resident and the resident's support team to resolve the issues in supportive, strengths-based ways, in order to prevent eviction.

(5) Given limited resources, how will your agency prioritize households for participation?

Caminar will accept referrals solely through the Coordinated Entry system and contact the highest priority individual or family who is receiving behavioral health services.

(6) How does your agency ensure that services are voluntary?

Caminar's recovery model and Housing First approach will guide staff members in recognizing, supporting, and empowering each resident's self-determined choices about their living situations and supportive services. If a resident decides to discontinue participation in behavioral health services, this choice does not affect their housing. Residents may move out when they choose and will be offered hands-on assistance in connecting with alternative housing options.

(7) If someone is asked to leave the program, what steps does your project take to make sure they do not exit to homelessness?

Caminar understands the challenges that residents often face and personnel receive training in eviction prevention strategies, including proactive coordination with the resident's support team paired with communication with the resident. In cases where exit from the program emerges as the necessary solution, the Property Manager/Support Worker and support team will reduce the risk of homelessness by offering linkages to appropriate housing options.

Commitment to Racial Equity Goals (2 Points)**(1) Describe how your agency will make sure that your project does not discriminate in any of its activities or operations.**

Staff members will be expected to fulfill mandates and goals of fair housing and civil rights, and this commitment will be reflected in policies, procedures, and practices. The Property Manager/Support Worker will attend the North Valley Property Owners Association's annual training on Federal Fair Housing provisions and local requirements, including new laws, protected classes, disability, assistive animals, occupancy standards, language, and other fair housing considerations. Additional trainings will be organized as needed to address emerging staff training needs. All agency staff members complete annual cultural competency training.

Commitment to Housing-Focused Services (8 Points)**(a) Describe the staffing model for your project.****i. What supportive services are offered and when?**

A Property Manager/Support Worker (1.0 FTE) will live on-site and be responsible for managing the complex, onboarding new residents, preparing units for new residents, overseeing safety, collecting data, hosting resident meetings and gatherings, coordinating with residents' support team members, and providing one-to-one support for residents (e.g., independent living skills, coping strategies, resource linkage, problem-solving). The staff member will work in close coordination with the resident's support team members to empower the resident to develop daily living and coping skills, maintain their mental wellness, and make progress on their goals. Back-up staffing coverage will be provided by Caminar's Butte Region team. Residents also will have access to Caminar's vocational training and supported employment programs.

ii. What is the ratio of direct-service staff to participants and how does that ratio support housing outcomes?

The staff to participant ratio will range from 1:11 (single occupancy of all units) to 1:15 (double occupancy of the one-bedroom units). The Property Manager/Support Worker will work closely with support team members to deliver individualized, coordinated supportive services.

iii. What responsibilities and/or tasks do project staff have during housing search and application?

During the housing search and application, the Property Manager/Support Worker will work in coordination with the Coordinated Entry system and BCDBH. The Property Manager will meet with the prospective resident, calculate the monthly rent based on income, review and complete enrollment paperwork (including policies, rent agreements), enter data in HMIS, prepare the unit, and provide welcome and orientation.

(b) What qualifications or qualities are most important to you when hiring direct-service staff? How do these prepare staff to serve your participants?

Caminar has learned that the following qualities are important for providing effective, high quality, strengths based, and person centered supported housing services for the target population: dedication to mission, integrity, commitment to diversity, patience, compassion, resilience, creativity, and attentiveness to detail. Prior experience working with the target population (paid or volunteer) or lived experience of mental health issues will be essential. Prior training in mental health topics will be preferred. Key skills will include customer service, communication, cultural competence, deescalation/crisis prevention, community building, and relationship building. The Property Manager/Support Worker will complete training in mental health, Fair Housing, property management, peer support, and related topics.

(c) How does your agency ask for and incorporate participant feedback about your services into your project design, policies, and/or procedures? Please provide examples.

Following the Avenida Apartments model, Base Camp Village will host weekly, voluntary resident social gatherings, which will provide a venue for addressing resident concerns, and monthly, mandatory meetings, during which staff will present new policies and procedures and residents may ask questions and raise concerns. The Property Manager/Support Worker will have an open door policy, and residents may share feedback confidentially through quarterly surveys. Caminar will respond to suggestions and feedback brought forward by residents and actively encourage residents' participation in resolution of issues.

2. BUDGET (15 POINTS)

Must provide bids/quotes/proof of cost for physical equipment, software, hardware, land, buildings etc.

Category	Total Project Cost	HEAP Funding Request Amount	Funding Source 2 if Needed	Funding Source 3 if Needed
Acquisition Costs	\$800,000	\$800,000		
Construction				
Soft Costs				
Rehabilitation Costs				
Furnishings for Persons to Use				
Capitalized Reserves				
Other Development Costs				
Total from Budget Worksheets	\$77,880	\$77,880		
Total	\$877,880	\$877,880		

(a) Identify the person(s) responsible for overall financial management of the activity. Indicate how many years of experience they have managing this or similar programs.

Financial management and reporting for the project will be overseen by Caminar's Director of Finance & Accounting, who reports to the Chief Operating Officer. A Certified Public Accountant (CPA) with an MBA, Alex Cheung joined Caminar in May 2017, and has more than 20 years of experience in accounting, including 14 years in the role of controller. Oversight of the project budget and program operations will be provided by Regional Director Calleene Egan, who holds a Master of Arts in Social Entrepreneurship and has been directing the operations of Avenida Apartments for two years and worked in the behavioral health field for six years. Day-to-day program operations will be managed by Brad Brunner, Program Manager, who represents Caminar at the Continuum of Care Council meetings and manages Butte Region programs.

(b) Budget narrative

HEAP funding will be used to fund acquisition and supportive services. Caminar plans to expend \$800,000 of HEAP funds in February 2020 to purchase of Base Camp Village II, Nelson Avenue. The remaining \$77,880 will be expended by June 2021, in order to fund the operating costs of supportive housing services. In alignment with the purpose of HEAP funding, the funds will establish a new permanent, supportive housing complex for priority populations and deliver supportive services for housing residents, with the aim of keeping residents stably housed. Supportive services will be provided by Caminar in coordination with the BCDBH and other providers involved in residents' support teams. Attached is documentation of costs and valuation. Caminar plans for the combination of tenants' rental fees (capped at 30% of income) and project-based Vouchers to sustain the housing and supportive services beyond the HEAP funding period. In kind contributions, such as gently used furnishings from Chico State, will aid sustainability.

3. GOALS & OUTCOMES (25 POINTS)

(a) Describe your project's desired goals and outcomes.

The primary goal of Base Camp Village II will be to provide housing that is safe, supportive, affordable, and permanent for individuals in Butte County who have serious mental health conditions and have experienced homelessness. With the foundation of housing and supportive services, residents will move forward on a pathway to greater independence and community integration. For Avenida Apartments, Caminar currently works toward the following outcomes: (1) Reduce homelessness, and (2) Increase length of stay in housing. Measurements include: (A) Number of tenants (monthly and annual counts), with demographic information, and (B) Number of years tenants have been in the housing program.

Caminar proposes to pursue the same outcomes through Base Camp Village, plus:

- Successful completion of the acquisition of Base Camp Village.
- Successful opening of the complex, with units furnished and ready to welcome residents.
- Maintaining 90% occupancy at all times, following the start-up period.
- 100% of residents who are not accessing benefits for which they are eligible (e.g., SSI, SSDI, General Assistance, CalFresh) will be offered linkage to assistance.
- 100% of residents will have access to supportive services to maintain their housing.

(b) Describe how project progresses the state and local homelessness goals /priorities.

Caminar's proposed acquisition of the Base Camp Village II permanent supportive housing complex will advance the larger goal of supporting movement toward and access to housing for people experiencing homelessness and contribute to the following Butte County priorities:

- House within 30 days or less of becoming homeless, our Families with Children, Youth or

- TAY (Transition aged youth 18-24) and Domestic Violence Victims/Survivors: Caminar will accept referrals solely through the Coordinated Entry system and will be prepared to accept the most vulnerable people on the list who are receiving behavioral health services. The organization will advise the CE system promptly when a unit will be available.
- Offer locations in Oroville for people who are homeless to be entered into HMIS and Coordinated Entry: Caminar would be pleased to offer space in the Nelson Avenue complex's community building in Oroville, which will have individual counseling rooms and a group room, for Coordinated Entry intakes.
 - Significantly Reduce Veteran Homelessness in Butte County: Caminar will apply its experience serving Veterans who are affected by homelessness.

In addition, in alignment with the discussion of priorities at the December 19, 2018, CoC meeting, Base Camp Village I will increase the supply of new housing units for residents in need of supportive housing.

(c) What is your anticipated Total Number of Unduplicated Participants:

- i. **Provide the total number of unduplicated participants that will be served by each proposed service.**

When completed, the complex will serve at least 11 unduplicated participants over the course of 12 months. At Avenida Apartments, the average stay for a resident is 2.7 years. Currently, the longest tenured resident at Avenida is in his eighth year. The actual count per year will be determined by length of stay and the number of one-bedroom units occupied by couples or families (parent and child).

(d) Describe how you plan to assess customer or user satisfaction with your services?

The Property Manager/Support Worker, a BCDBH representative, and residents will meet monthly as a group to discuss new ideas, implement prior ideas, and problem solve any resident concerns. The Property Manager also will have an open door policy to residents. A quarterly survey will monitor trends in resident satisfaction and collect feedback and suggestions.

- i. **How do you plan to use the information to assess and/or make any changes to the services being delivered?**

The Property Manager/Support Manager will actively seek feedback, respond to concerns, and collaborate with residents to create safe spaces for discussion, problem solving, and planning.

(e) Indicate what changes, if any, in operations your agency will experience in order to provide the services and how you plan to measure whether the changes occur or not.

Through the acquisition, Caminar will assume responsibility for a new service location and hire one new staff member (Property Manager). These changes are key project milestones.

(f) Describe how your project will continue after June 30, 2021. If it will not, state reasons why.

Caminar plans to continue operations after June 30, 2021. Residents will access permanent housing, with property management and on-site supportive services provided by Caminar, in collaboration with the BCDBH. Project-Based Housing Choice (Section 8) Vouchers provided by the Housing Authority, combined with tenant rents (capped at 30% of incomes), will further the financial sustainability of the program. Caminar has discussed the potential for these vouchers with the Housing Authority and the likelihood is high.

4. PAST PERFORMANCE AND DATA COLLECTION (10 POINTS)

(a) Describe your experience in successfully completing this type of capital project.

Caminar has extensive experience working in partnership with housing developers to offer supportive housing programs. Avenida Apartments, for example, was made possible through a collaborative partnership among BCDBH, HUD, and Tri Counties Bank. Avenida provided design inspiration for Base Camp Village, Inc., which has secured the participation of local businesses and government departments to facilitate cost-effective, quality construction of the planned permanent supportive housing complex.

(b) Please provide three references that can speak to your organization's ability to successfully complete the capital project.

Entity	Keene Consulting
Contact Name	Rick Keene
Title	Senior Strategic Advisor; State Assemblymember (ret); former Chico Mayor
Phone	(916) 284-4822
Email	Rick.Keene@yahoo.com
Relationship	Mr. Keene is an advisor to Base Camp Village, Inc.

Entity	Butte County Department of Behavioral Health
Contact Name	Dorian Kitrell, MFT
Title	Director
Phone	530.891.2850
Email	dkittrell@buttecounty.net
Relationship	Caminar is a long-standing contractor of the Department of Behavioral Health. Mr. Kitrell is familiar with Caminar's programs, approach, and compliance.

Entity	Heritage Bank of Commerce
Contact Name	Mark D. Monasch
Title	Vice President, Commercial Lending
Phone	(650) 579-1516
Email	mark.monasch@herbank.com
Relationship	Caminar banks at Heritage Bank.

(c) The funded organization will be expected to provide quarterly reports on program activities and unduplicated participants and semi-annual reports on outcomes.

Caminar is prepared to meet this requirement. The organization is experienced providing timely, detailed, and accurate financial, operational, and outcomes-related reports for funders. The organization will provide regular updates on the progress of the project, in addition to submitting formal quarterly and semi-annual reports. Reports will include updates on project activities, data on unduplicated participants (after move-in), and progress on outcomes measurements.

2018 HEAP Request for Proposals
Proposed Project Budget (see additional tab for Proposed Personnel Detail)
January 1, 2019 – June 30, 2021

Applicant Agency Name:	Caminar
Proposed Project Name:	Base Camp Village II, Nelson Avenue

Item (auto-filled from Personnel Detail)	Amount by Fund Source			Total Project
	Requested HEAP Funding	Other ¹	Other ¹	
1000 - PERSONNEL SERVICES				
1110 Salaries (Full- & Part-Time)	\$ 31,200.00	\$ -	\$ -	\$ 31,200.00
1300 Fringe Benefits	\$ 171.00	\$ -	\$ -	\$ 171.00
1400 Other Employee Benefits ²	\$ 13,709.00	\$ -	\$ -	\$ 13,709.00
SUBTOTAL - PERSONNEL SERVICES	\$ 45,080.00	\$ -	\$ -	\$ 45,080.00
2000 - SUPPLIES				
2100 Office Supplies	\$ 300.00			\$ 300.00
2200 Operating Supplies ³				\$ -
2300 Repairs & Maintenance Supplies	\$ 2,400.00			\$ 2,400.00
SUBTOTAL - SUPPLIES	\$ 2,700.00	\$ -	\$ -	\$ 2,700.00
3000 - 4000 OTHER SERVICES & CHARGES				
3100 Expert & Consultant Services				\$ -
3140 Contractual Employment	\$ 3,000.00			\$ 3,000.00
3150 Data Processing	\$ 2,000.00			\$ 2,000.00
3190 Other Professional Services ⁴				\$ -
3210 Telephone	\$ 1,600.00			\$ 1,600.00
3220 Postage				\$ -
3300 Automobile Expense				\$ -
3310 Convention & Travel				\$ -
3400 Advertising				\$ -
3500 Printing & Duplicating				\$ -
3600 Insurance	\$ 2,500.00			\$ 2,500.00
3700 Public Utility Services	\$ 7,000.00			\$ 7,000.00
3800 Repairs & Maintenance	\$ 8,000.00			\$ 8,000.00
3900 Rentals - Buildings				\$ -
Rentals - Equipment				\$ -
4210 Education Expense				\$ -
4220 Capitol Purchase	\$ 800,000.00			\$ 800,000.00
4290 Other Miscellaneous Expenses ⁵	\$ 6,000.00			\$ 6,000.00
4999 Administrative Costs/Indirect Costs				\$ -
Other:				\$ -
Other:				\$ -
Other:				\$ -
Other:				\$ -

UBTOTAL - OTHER SERVICES & CHARGES	\$ 830,100.00	\$ -	\$ -	\$ 830,100.00
TOTAL EXPENDITURES	\$ 877,880.00	\$ -	\$ -	\$ 877,880.00

¹ Identify specific funding sources included under the "Other" column(s) above:		² Other Employee Benefits - Itemize below:	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total	\$ -	Total	\$ -

³ Operating Supplies - Itemize below (Do Not Include Office Supplies):		⁴ Other Professional Services - Itemize below:	
			\$
			\$
			\$
			\$
Total	\$ -	Total	\$ -

⁵ Other Miscellaneous Expenses - Itemize below:		Administrative Costs/Indirect Costs - Itemize below:	
Transportation	\$ 2,000.00		\$
Food	\$ 2,000.00		\$
Clothing	\$ 2,000.00		\$
			\$
Total	\$ 6,000.00	Total	\$ -

Does the agency have a federally approved rate?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, provide the rate:	<input type="text"/>			

2018 HEAP Request for Proposals

Proposed Personnel Detail Budget (see additional tab for Proposed Project Budget)

January 1, 2019 – June 30, 2021

Applicant Agency Name:	Caminar
Proposed Project Name:	Base Camp Village II, Nelson Avenue

Agency's Full-Time Equivalent (FTE) =		hours/week	Amount by Fund Source(s)				Total Program	
Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	Requested HSD Funding	Other Fund Source	Other Fund Source	Total Program
Property Manager		1.00	40	\$15.00	\$ 31,200.00			\$ 31,200.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Subtotal - Salaries & Wages					\$ 31,200.00	\$ -	\$ -	\$ 31,200.00
Personnel Benefits:								
								\$ -
								\$ -
								\$ -
								\$ -
								\$ 171.00
								\$ 13,709.00
								\$ 13,880.00
Subtotal - Personnel Benefits:					\$ 13,880.00	\$ -	\$ -	\$ 13,880.00
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):					\$ 45,080.00	\$ -	\$ -	\$ 45,080.00

Entity Certification:

This certification attests to awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The entity must ensure that the following certificate is duly completed and correctly executed by an authorized officer/person of your organization.

This proposal is submitted in response to **HEAP FUNDING** issued by the Butte Countywide Homeless Continuum of Care, in Butte County California.

The undersigned applicant Entity hereby certifies that:

The information contained in the application and all attachments is true to the best of my knowledge.

The undersigned is a duly authorized officer, hereby certifies that:

Caminar

(Organization Name)

If awarded funds, the Entity certifies that:

- If the application is for Capital Expenditures, the Lead Applicant will furnish required Surety Bonds to the County of Butte, prior to the contract execution, if required.
- It will comply with Federal, State, County and Local regulations and policies applicable to the source of funds awarded.
- It understands that the Butte Countywide Homeless Continuum of Care, County of Butte, HUD, HCD, BSCH or other federal entity shall have access to all program and financial records related to the program for monitoring or audit purposes.
- Will provide insurance liability information 15 days prior to coverage expiration
- There will be sufficient funds from all combined procured sources to operate the program as proposed.
- There will be sufficient staff capacity to effectively administer the program.
- It will income-qualify all program participants (beneficiaries) in accordance with 24 CFR Part 5.609 (Part 5), if applicable.
- It will collect universal data elements and meet data quality standards of the Homeless Management Information System Policies and Procedures and Data Quality Plan and all other related data collection and reporting documents, including but not limited to Coordinated Entry.
- It will retain records relating to the use of funds for a period not less than seven years.
- It will provide timely performance reports to both the Butte Countywide Continuum of Care and the County of Butte as required in the executed agreement with the County of Butte.
- It will advise the Butte Countywide Continuum of Care and the County of Butte within 10 days of change of Board of Directors, Executive Team or Program Managers of all Lead Applicants and any sub recipients listed below.
- It will comply with all Butte Countywide Continuum of Care, County of Butte, Local, State or Federal regulations regarding accountability and transparency.
- Acknowledgement of All Amendments – Signed and Attached
- List of Any Sub-Grantees, Sub-Contractors, or Sub-Recipients with amount of payment expected.

○ Name:	Amount:
○ Name:	Amount:
○ Name:	Amount:
○ Name:	Amount:
○ Name:	Amount:

- Attachment to RFP Response/Application of Proof of Entity Legal Status for any of the above.

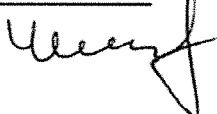
The undersigned further certify that their entity (check one):

- IS
- IS NOT

Currently debarred, suspended, or proposed for debarment by any local, state or federal entity. The undersigned agree to notify Butte Countywide Continuum of Care of any change in this status, should one occur, until June 30, 2021.

Person[s] authorized to negotiate for purposes of this RFP are:

Name: Karen Gianuario

Signature: 

Title: Chief Executive Officer

Date: 12-21-18

Name:

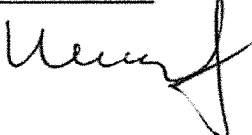
Signature:

Title:

Date:

Signature of Authorized Officer:

Name: Karen Gianuario

Signature: 

Title: Chief Executive Officer

Date: 12-21-18



Butte Countywide Homeless Continuum of Care

AMENDMENT NUMBER 1 TO THE RFP DOCUMENTS

Amendment Date: **October 8, 2018**

Homeless Emergency Aid Program - RFP

A. This Amendment shall be considered part of the RFP documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original documents, this Amendment shall govern and take precedence. ENTITY MUST SIGN THE AMENDMENT AND SUBMIT IT WITH THEIR BIDS.

B. Entities are hereby notified that they shall make any necessary adjustments in their applications as a result of this Amendment. It will be construed that each application is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original bid document remains unchanged. The FRP documents are modified and/or clarified, as follows:

1. Submission Date Changes:

- a. Cover Letter NOW DUE – October 31, 2018 – By 5pm
- b. RFP Questions NOW LAST DAY to SUBMIT – November 6, 2018 by 5pm
- c. RFP/Application Deadline NOW DUE – November 15, 2018 by 5pm
- d. Interviews, If Needed – Weeks of November 26th and December 3rd

BIDDER MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE BID FORM:

Entity Name Caminar

Contact Person Karen Gianuario

Signature

Date 12-21-18

Jennifer Griggs

Butte Countywide Homeless Continuum of Care Coordinator

jenniferg@butte-housing.com

Office: 530.717.2138





Butte Countywide Homeless Continuum of Care

AMENDMENT NUMBER 2 TO THE RFP DOCUMENTS

Amendment Date: **October 22, 2018**
Homeless Emergency Aid Program - RFP

A. This Amendment shall be considered part of the RFP documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original documents, this Amendment shall govern and take precedence. ENTITY MUST SIGN THE AMENDMENT AND SUBMIT IT WITH THEIR BIDS.

B. Entities are hereby notified that they shall make any necessary adjustments in their applications as a result of this Amendment. It will be construed that each application is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original bid document remains unchanged. The RFP documents are modified and/or clarified, as follows:

Answers to Questions Submitted

- 1.** In the Cover Sheet, Page 2, What Does the Project Area Refer to?
 - a. Answer: Will you be submitting a Rental, Service or Capital Project
- 2.** How Restricted are you to the amount of money requested via the budget line items?
 - a. For Non-Labor Line Items, please include proof of estimate. If you have a line item that is \$5000, you would provide an estimate that would show proof of your requested amount. It is expected these projects be shovel ready and capital costs are known and already estimated.
- 3.** When will the updated Appendix A – Entity Certification be released.
 - a. This will be releases prior to October 31st. It will be released via email as well as on the CoC Website.
- 4.** On the Budget Sheets, the proposed budget and personal dates are Jan 1, 2019 to June 30, 2021, yet the funding will not be released or contracted until February 2019. What should the dates for our budget be?
 - a. The Dates for the Budget should start no earlier than April 1, 2019. Based on what the State has said, funds should be available by that date and all contracts with the AE (Administrative Entity) should be in place by that date. You are allowed to start your project later than April 1, 2019, but not later than Dec 1, 2019.
- 5.** Will the Co-Applicants be required to meet the same eligibility requirements as the Applicant?
 - a. All co-applicants will be required to meet the guidelines and regulations listed in the NOFA released from the State of California, which includes being housing first. All co-applicants will be required to meet any AE contract requirements.
- 6.** If my organization will only be a funding pass-through when completing the entity application would I answer as my entity or as the service provider?
 - a. You would answer the entity application and the project application as a joint response.





Butte Countywide Homeless Continuum of Care

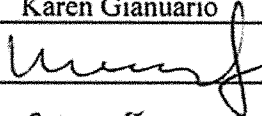
- 7.** Does each applicant need to meet the 5% Youth Mandatory Amount?
 - a. No, the mandatory amount is a total from all applicants who are providing youth only services.
- 8.** On the application instructions on page 14, referring to the most recent auditors report, will this requirement be waived or is there another permissible alternative.
 - a. This requirement will not be waived.

There have been additional questions, and the CoC is awaiting response from the State of California. Once we have received answers additional information will be sent out.

BIDDER MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE APPLICATION:

Entity Name Caminar

Contact Person Karen Gianuario

Signature 

Date 12-21-18

Jennifer Griggs
 Butte Countywide Homeless Continuum of Care Coordinator
jenniferg@butte-housing.com
 Office: 530.717.2138





Butte Countywide Homeless Continuum of Care

AMENDMENT NUMBER 3 TO THE RFP DOCUMENTS

Amendment Date: **October 25, 2018**

Homeless Emergency Aid Program - RFP

- A. This Amendment shall be considered part of the RFP documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original documents, this Amendment shall govern and take precedence. ENTITY MUST SIGN THE AMENDMENT AND SUBMIT IT WITH THEIR APPLICATION.**
- B. Entities are hereby notified that they shall make any necessary adjustments in their applications as a result of this Amendment. It will be construed that each application is submitted with full knowledge of all modifications and supplemental data specified herein.**

Except as described below, the original bid document remains unchanged. The RFP documents are modified and/or clarified, as follows:

Updated Entity Certification – Also known as Appendix A
Removal of the Requirement in the Application for including:

- A copy of the Agency’s most recent Auditors Report , waived for City/County Government Applicants

Change in the Requirement in the Application for:

- A copy of the agency’s current fiscal year’s financial statements reports, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency’s CFO, Finance Officer, or Board Treasurer, waived for City/County Government Applicants

Updated Requirement: A copy of the agency’s current fiscal year’s Balance Sheet and Income Statement certified by the agency’s CFO, Finance Officer, or Board Treasurer, waived for City/County Government Applicants

BIDDER MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE APPLICATION:

Entity Name Caminar

Contact Person Karen Gianuario

Signature

Date 12-21-18

Jennifer Griggs
Butte Countywide Homeless Continuum of Care Coordinator
jenniferg@butte-housing.com
Office: 530.717.2138



Memorandum of Understanding

This Memorandum of Understanding (the "Memorandum") is made on December 20, 2018, by and between Base Camp Village, Inc., of 22 Jordan's Place, Chico, California 95973 and Caminar, of 2600 S. El Camino Real, Suite 200, San Mateo, CA 94403, San Mateo, California 94403 (the "Parties") for the purpose of achieving the various aims and objectives relating to the Awarded Homeless Emergency Aid Program Funding (the "Project").

WHEREAS Base Camp Village, Inc. and Caminar desire to enter into an agreement in which Base Camp Village, Inc. and Caminar will work together to complete the Project;

AND WHEREAS Base Camp Village, Inc. and Caminar are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the parties agree are necessary to complete the Project.

Purpose

The purpose of this Memorandum is to provide the framework for any future binding contract regarding the Awarded Homeless Emergency Aid Program (HEAP) Funding between Base Camp Village, Inc. and Caminar.

If awarded the HEAP funding, the Parties agree that Caminar will purchase the property located at 78 Paula Court, Oroville, California 95965 ("Base Camp Village I, Paula Court") from Base Camp Village, Inc. for \$800,000.

Obligations of the Parties

The Parties acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of cooperation to ensure that there is a united visible and responsive leadership of the Project and to demonstrate financial, administrative and managerial commitment to the Project by means of the following individual services.

Cooperation

The activities and services for the Project shall include, but not limited to:

- A. Caminar will purchase Base Camp Village I, Paula Court for \$800,000 after construction of the complex has been completed and a Certificate of Occupancy is issued.
- B. Caminar will assume all ownership responsibilities of Base Camp Village I, Paula Court including property management.
- C. Caminar will work in partnership with Butte County Department of Behavioral Health to provide supportive services to the future tenants of Base Camp Village I, Paula Court.
- D. Base Camp Village, Inc. will finance the construction of Base Camp Village I, Paula Court.

- E. Base Camp Village, Inc. will sell Base Camp Village I, Paula Court to Caminar for \$800,000 after construction is complete and a Certificate of Occupancy has been awarded.
- i. The sales price of \$800,000 is based on the estimated cost of the project, including the land, engineering, fees, and contractors estimate of cost of construction. Base Camp Village, Inc. anticipates certain donations of materials and labor by volunteers for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. Base Camp Village Inc. has anticipated this in the cost of the project, however this amount is difficult to quantify exactly and the actual cost could decrease due to the use of volunteers. The sale price of the project will remain \$800,000.

Liability

No liability will arise or be assumed between the Parties as a result of this Memorandum.

Dispute Resolution

In the event of a dispute between the Parties in the negotiation of the final binding contract relating to this Project, a dispute resolution group will convene consisting of the Chief Executives of each of the Parties together with one other person independent of the Parties appointed by the Chief Executives. The dispute resolution group may receive for consideration any information it thinks fit concerning the dispute. The Parties agree that a decision of the dispute resolution group will be final. In the event the dispute resolution group is unable to make a compromise and reach a final decision, it is understood that neither party is obligated to enter into any binding contract to complete the Project.

Term

The arrangements made by the Parties by this Memorandum shall remain in place from December 20, 2018 until January 1, 2021. The term can be extended only by agreement of all of the Parties.

Notice

Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

Governing Law

This Memorandum shall be construed in accordance with the laws of the State of California.

Assignment

Neither party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

Amendment

This Memorandum may be amended or supplemented in writing, if the writing is signed by the party obligated under this Memorandum.

Prior Memorandum Superseded

This Memorandum constitutes the entire Memorandum between the parties relating to this subject matter and supersedes all prior or simultaneous representations, discussions, negotiations, and Memorandums, whether written or oral.

Understanding


It is mutually agreed upon and understood by and among the Parties of this Memorandum that:

- A. Each Partner will work together in a coordinated fashion for the fulfillment of the Project.
- B. In no way does this agreement restrict involved Parties from participating in similar agreements with other public or private agencies, organizations, and individuals.
- C. To the extent possible, each Parties will participate in the development of the Project.
- D. The implementation of the project proposed in this agreement is contingent on Caminar being awarded the requested amount of HEAP funding to apply to acquisition and supportive services costs: \$800,000 for acquisition and \$77,880 for supportive services operating costs.
- E. This Memorandum is not intended to and does not create any right, benefit, or trust responsibility.
- F. This Memorandum will be effective upon the signature of both Parties.
- G. Any Parties may terminate its participation in this Memorandum by providing written notice to other Parties.

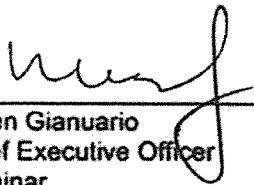
The following Parties support the goals and objectives of the Awarded HEAP Funding:

Signatories

This Agreement shall be signed on behalf of Base Camp Village, Inc. by Ronald A. Reed, President, and on behalf of Caminar by Karen Gianuario, Chief Executive Officer. This Agreement shall be effective as of the date first written above.



Ronald A. Reed
President
Base Camp Village, Inc.



Karen Gianuario
Chief Executive Officer
Caminar

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Purpose

The purpose of this Memorandum is to provide the framework for any future binding contract regarding the Awarded Homeless Emergency Aid Program (HEAP) Funding between Base Camp Village, Inc. and Caminar.

If awarded the HEAP funding, the Parties agree that Caminar will purchase the property located at 1700 Nelson Avenue, Oroville, California 95965 ("Base Camp Village II, Nelson Avenue") from Base Camp Village, Inc. for \$800,000.

Obligations of the Parties

The Parties acknowledge that no contractual relationship is created between them by this Memorandum, but agree to work together in the true spirit of cooperation to ensure that there is a united visible and responsive leadership of the Project and to demonstrate financial, administrative and managerial commitment to the Project by means of the following individual services.

Cooperation

The activities and services for the Project shall include, but not limited to:

- A. Caminar will purchase Base Camp Village II, Nelson Avenue for \$800,000 after construction of the complex has been completed and a Certificate of Occupancy is issued.
- B. Caminar will assume all ownership responsibilities of Base Camp Village II, Nelson Avenue including property management.
- C. Caminar will work in partnership with Butte County Department of Behavioral Health to provide supportive services to the future tenants of Base Camp Village II, Nelson Avenue.
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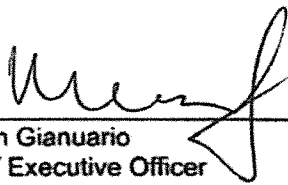
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Ronald A. Reed
President
Base Camp Village, Inc.



Karen Gianuario
Chief Executive Officer
Caminar