

# 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.

## 1. PROJECT OVERVIEW AND POPULATION (UNSCORED)

- a. Where is this project located? Provide exact addresses of all locations where participants will be served, if known. If services will be co-located within facilities not managed by your agency please identify them as co-located.
- 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: Please Describe

## PROJECT DESIGN DESCRIPTION (28 POINTS)

### Project Overview (10 Points)

1. Please Describe your Project description (i.e., overall goal/general purpose; location of housing; housing description, including sites in project, number of units/beds made available; housing amenities such as appliances, bedding, living space furniture, accessibility features, etc.)
2. Please Describe Residential services provided; proximity to critical services for persons with chemical dependency, mental health, and/or co-occurring disorders, as well as to other needed services, public transportation, etc.; need for the project and how the project will address the identified need)
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); and
4. Please Describe Affordability (i.e., describe the mechanism to ensure affordability throughout affordability period)
5. Please Describe Project timeline with key project benchmarks (i.e., site control; feasibility) relocation; financing (i.e., appraisal, financial underwriting, application(s) for funding, cost estimates, etc.); permitting (i.e., zoning, permits, etc.)

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

1. What criteria must participants meet before your project works with them?
2. What would cause your agency to deny someone entry into this project?
3. Why would someone experiencing homelessness want to participate in your project?
4. What project rules do participants have to follow, and what happens if a participant does not follow the rules?
5. Given limited resources, how will your agency prioritize households for participation in services?
6. How does your agency ensure that services are voluntary?
7. If someone is asked to leave the program, what steps does your project take to make sure they do not exit to homelessness?

**Commitment to Racial Equity Goals (2 Points)**

1. Describe how your agency will make sure that your project does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

**Commitment to Housing-Focused Services (8 Points)**

- a. Describe the staffing model for your project.
  - i. What supportive services are offered and when?
  - ii. What is the ratio of direct-service staff to participants and how does that ratio support housing outcomes?
  - iii. What responsibilities and/or tasks do project staff have during housing search and application?
- b. What qualifications or qualities are most important to you when hiring direct-service staff? How do these prepare staff to serve your participants?
- 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.

**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				
Construction				
Soft Costs				
Rehabilitation Costs				
Furnishings for Persons to Use				
Capitalized Reserves				
Other Development Costs				
Total Costs from Budget Worksheets				
Other:				
Total				

- 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.
- b. In a budget narrative:
  1. Explain how these funds will be used
  2. Explain the timeline for expenditures of the funds
  3. Identify other resources and amounts that will be in conjunction with the HEAP Funds, if applicable.
  4. Describe how the funds tie back to the purpose of the HEAP funding.
  5. Describe the method used to determine the costs listed on the budget
  6. Cost effectiveness (i.e., estimated cost per unit; reasonable, well-supported, justified costs; basis for the costs, etc.)
  7. Sustainability (i.e., alternative future sources of funding to support the proposed project, financial contingency plan, etc.)

### **3. GOALS & OUTCOMES (25 POINTS)**

- a. Describe your projects desires goals and outcomes.
- b. Describe how your project progresses the state and local homelessness goals/priorities
- 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, regardless of the number of activities in which they participate. Each participant should be counted only once for the year.
  - ii. Describe your intended plan for monitoring and reporting out of your projections and outcomes on a quarterly basis.
- d. Describe how you plan to assess customer or user satisfaction with your services?
  - i. How do you plan to use the information to assess and/or make any changes to the services being delivered?
- 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 (adding staff, adding service locations, adding data tracking capabilities, etc.).
- f. Describe how your project will continue after June 30, 2021. If it will not, state reasons why.

### **4. PAST PERFORMANCE AND DATA COLLECTION (10 POINTS)**

- a. Describe your agency's experience in successfully completing this type of capital project. Identify any skills, current projects, services, or special accomplishments that demonstrate your capacity for success.
- b. Please provide three references that can speak to your organization's ability to successfully complete the capital project.
- c. The funded organization will be expected to provide quarterly reports on each program's activities and unduplicated participants and semi-annual reports on each program's outcomes.