

## REQUEST FOR PROPOSALS

Housing Solutions has issued a “Request for Proposals” to interested and qualified agencies. Applicants must provide a proposal and budget that covers how their agency will provide the noted deliverables for a Temporary Low-Barrier Emergency Shelter.

**Funding Available: \$392,500 total for a 3-month period.**

\*Maximum budget per program area is an estimate only. Housing Solutions reserves the right to reject any proposal that is incomplete or does not meet the requisite qualifications or to recommend contract amounts less than the maximum budget.

New Program Description	Maximum Funding Available	Specific Considerations	Deliverables
Temporary Low Barrier Emergency Shelter program	Up to \$392,500	<ul style="list-style-type: none"> <li>The program will be designed to provide immediate, emergency, temporary shelter</li> <li>The program will follow AWH4T Service Standards</li> <li>The program policies, procedures, tools, and practices will enforce low barrier access to shelter</li> </ul>	<ul style="list-style-type: none"> <li>Operate temporary, 24-hour, low barrier emergency shelter to serve unsheltered homeless clients</li> <li>Use a Housing First model</li> <li>At least 25% of clients served exit to positive destinations as measured by HUD (see page 4)</li> </ul>

The RFP is intended for applicants with the necessary capacity and experience to successfully deliver services to individuals who are unsheltered in a way that aligns with the A Way Home for Tulsa Strategic Plan and Service Standards. Available funds must not supplant existing programs or services but provide new and/or expanded services.

**The RFP will open on June 17, 2022. All proposals are due by 5:00 p.m. July 8, 2022.**

Housing Solutions reserves the right to recommend contract amounts less than the maximum budget and to reject any proposal that is non-responsive to this Request for Proposals. This RFP does not obligate Housing Solutions to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate Housing Solutions to accept or contract for any expressed or implied services.

Successful applicants will work with Housing Solutions staff to negotiate formal contracts with specific deliverables, timelines, and outcomes. Housing Solutions will be responsible for monitoring all recipients of funds to ensure alignment with fund requirements and contract deliverables.

## ELIGIBLE APPLICANTS

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- Applicants must be a local government, housing authority, behavioral health organization, registered nonprofit with 501(c)(3) status, or federally recognized Indian Tribe
- Applicants must have adequate foundational capacity including administrative infrastructure and the ability to manage grants on a reimbursement basis and manage this funding over the course of the grant term
- Applicant has or will obtain General Liability Insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 General Aggregate
- Applicant shall maintain automobile insurance in an amount not less than \$1,000,000 combined single limit for each accident
- Applicant must use the Homelessness Management Information System (HMIS) for data management
- Applicant must agree to participate in Tulsa's Coordinated Entry system
- Applicant must agree to incorporate ongoing updates, tools, and best practices from Housing Solutions and A Way Home for Tulsa

## PROGRAM DESCRIPTION

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This Request for Proposals is for the operation of a low-barrier emergency shelter based on a low barrier, Housing First model that focuses on assisting unsheltered households to move to permanent housing. Housing Solutions is seeking proposals for programs that would provide temporary low-barrier shelter.

Low barrier emergency shelters are facilities (lodging) that provide safe, temporary shelter for the homeless population in general or specific segments of the homeless population (i.e. men, women, families, and individuals fleeing domestic violence). They are designed to serve individuals who may otherwise not be able to access existing shelter facilities due to extensive behavioral health challenges, medical issues, or other barriers. Therefore, the length of a client's stay should be short-term, and on a "drop-in" basis that allows households to enter and exit on an irregular or nightly basis. An effective rollout of this facility would target currently unsheltered individuals – partnering with outreach providers to engage vulnerable clients who are currently unsheltered - while encouraging individuals currently sheltered with existing providers to remain at those facilities.

This request is an opportunity for local homeless housing providers to partner with local governments, the business community, non-profit organizations, the faith-based community, and other community groups who are interested in supporting chronically homeless individuals in our community. The hope is

that the new or expanded shelter services will be achieved through the pairing of grant funding and partnerships with the public, private, faith-based, and community-based sectors.

## PROGRAM ELEMENTS

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The proposed program will meet the following criteria which are based on evidence-based practices for emergency shelter programs:

- Adheres to Housing First principles (or has a plan in place to incorporate Housing First components as soon as feasible in the future):
  - Access to a program is not contingent on sobriety, minimum income requirements, lack of criminal record, completion of treatment, participation in services, or other unnecessary conditions
  - Support services are available but voluntary, client-driven, individualized, and flexible
  - Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use is a part of some clients' lives. Clients are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices
- At a minimum, the proposed program will meet the following criteria which are based on evidence-based practices for low-barrier emergency shelter programs:
  - ADA accessibility
  - Allows couples and families to stay together
  - Accommodates service and companion animals
  - Does not discriminate based on protected classes
  - Sobriety\* and treatment are voluntary
  - Does not exclude people with criminal convictions, poor credit, or eviction histories
  - Does not require documentation of identification, custody, or citizenship
  - Does not turn away clients because of a lack of income or the appearance of an unwillingness to participate in services or employment

\*Note: Low-barrier shelters may establish requirements that limit the use of drugs and alcohol in common or shared areas of the facility. In addition, facilities may establish behavioral expectations that limit disruptive or violent behavior resulting from intoxication. However, the requirement to abstain completely from alcohol or drug use is not a component of low-barrier facilities.

- 24-hour facility – individuals can remain inside all day and can access the facility later in the evening after they get off work.
- Utilizes strong partnerships with community organizations that deal frequently with chronically homeless individuals (i.e., homeless outreach programs, law enforcement, mental health providers, hospitals) to identify and target potential shelter clients
- Selected applicant will make reasonable efforts to communicate with community partners and/or clients directly about shelter services, criteria, and how to access services so that information is available to potential shelter clients

## SCOPE OF WORK

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The description outlined in the Program Description and Program Elements sections identifies the key program elements and services the selected applicant should provide. Applicants should consider this description when developing their proposals. However, applicants may suggest modifications and/or additions that will in their estimation make the program more feasible or effective. In addition, applicants should indicate if they will be able to offer all the required program components to potential clients. If not, applicants should describe what level of service they will be able to provide while also maintaining the highest level of program quality.

## PARTNERSHIPS AND COLLABORATIONS

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The establishment of community collaborations and partnerships (both formal and informal) are critical and required components of the program. Applicants are encouraged to plan creatively to utilize existing community resources to provide program services. Applicants must be able to demonstrate partnerships with existing services to maximize the use of existing resources, avoid duplication of services, and expand options for those served. Partnerships to identify potential clients (i.e., homeless outreach programs, law enforcement) and to increase referrals/access to support services for physical health, trauma support, mental health treatment, and substance abuse treatment are required. Additional partnerships to assist with meeting basic client needs (i.e., government benefit applications, transportation, clothing, and toiletries) are also encouraged.

## PERFORMANCE METRICS

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The selected applicant will work with Housing Solutions staff to develop a program evaluation plan that, at a minimum, includes the following performance targets:

- At least 25% of program participants will exit to positive outcomes as referenced at [System Performance Measure 7: Housing Destination Summary \(hudexchange.info\)](#)
- Additional performance targets and metrics may also be used

## SUBMITTING APPLICATION

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Applications and related materials must be received no later than July 8, 2022 at 5:00 p.m. to be considered. Applications must be submitted via email to Housing Solutions at [evelez@housingsolutionstulsa.org](mailto:evelez@housingsolutionstulsa.org) with the subject line TEMPORARY SHELTER APPLICATION.

Any questions related to this application must be directed to Erin Velez, Chief of staff at [evelez@housingsolutionstulsa.org](mailto:evelez@housingsolutionstulsa.org). Housing Solutions will respond to all questions submitted via email within two business days.

## CALENDAR/TIMELINE:

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All dates and timelines are estimates and subject to change. Housing Solutions reserves the right to revise the timeline as needed.

Application Process	Date
Issue RFP	June 17, 2022
Proposals Due	July 8, 2022 by 5:00 p.m.
Subcommittee Review	July 2022
Agency Interviews	July 2022
Recommendations provided to Leadership Council and Board of Directors	August 2 & 9, 2022
Agency Contract Development Process	August 2022

\*Option to extend if additional funding is secured

## EVALUATION PROCESS

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- Housing Solutions staff will review all submitted proposals to confirm they have met threshold criteria
- A subcommittee including ad hoc members from the Leadership Council not submitting a proposal in response to the RFP will review all proposals that meet the threshold criteria using the evaluation framework outlined in RFP
- The subcommittee may hear presentations or host Q & A forums with applicants to get additional contextual information or answer questions that emerge from the review
- Subcommittee makes recommendations to Housing Solutions Executive Director
- Housing Solutions Executive Director will review recommendations and submit the result of the RFP process to the Board of Directors for review and approval
- Successful bidder will work with Housing Solutions to draft and finalize contracts that outline the scope of work, budget, and deliverables – to be monitored by Housing Solutions

## REQUIRED PROPOSAL NARRATIVE:

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Housing Solutions is requesting proposals from eligible entities to provide low-barrier emergency shelter programming utilizing local ARPA funds for the 90 day contract period. Please respond to the following areas of interest and submit them to Housing Solutions staff to be considered:

### **Proposal Questions (20 points)**

1. Agency/Organization Name
2. Primary contact(s) contact information including telephone number(s), e-mail, and mailing address
3. Total funds requested
4. Provide a general description of your program, target population, and time limits on services (if any)
5. Describe how many people will be served
6. What special populations, if any, is your program designed to serve?
7. How will your program work with AWH4T's Coordinated Entry system to accept referrals and/or connect clients with CE?
8. Support services:
  - a. What supportive services are offered and how frequently are they offered?
  - b. How does your program support participants in the goal of transitioning to permanent housing?
  - c. Describe how clients will meet their hygiene, laundry, and nutritional needs while participating in the program

### **Readiness to Proceed (10 points)**

1. Describe the actions taken and actions to be taken, including but not limited to staffing, training, developing project operating procedures, and coordination with other relevant service providers to prepare for an early and successful start of the project.
2. Describe the projected timeline of major steps related to project implementation, evaluation, and continuous quality improvement.
3. Describe the experience of the organization in undertaking similar activities or – including experience with the population to be served and the type of services to be provided.
4. Describe the experience of staff proposed to operate the project OR the standards the organization will use in recruiting/hiring for positions in the project.

### **Commitment to Housing First & Low Barrier Principles (15 points):**

1. What criteria must participants meet before receiving services?
2. What would cause your agency to deny someone entry into this program?
3. What project rules do participants have to follow and what happens if a participant does not follow the rules?
4. If someone is asked to leave the program, what steps does your program take to make sure they don't exit into homelessness? Can a household who has been asked to leave your program return at another time?

5. How does your agency ensure that services are voluntary while keeping participants engaged to promote housing stability?

**Program Staffing & Commitment to Housing-Focused Services (15 points):**

1. Describe the staffing structure for the program:
  - a. List each program staff position including job title and FTE status.
  - b. Does your program utilize resident staffing (i.e. clients who perform staff duties in exchange for room/board) or volunteer staffing? If so, indicate the number of residents or volunteers employed, the total number of resident or volunteer hours per week/month, and describe your agency's policy for managing these staff members.
2. What is the ratio of direct-service staff to participants and how does that ratio support program outcomes?
3. What qualifications are most important to your agency when hiring direct service staff? How do these qualifications prepare staff to serve your program participants?

**Program Partnerships (15 points):**

1. Identify and describe partnerships or collaborations that would be leveraged to support the program. Identify the partner organizations and describe the specific services they would provide. Outline if you already have formal partnerships in place, or if not, describe how you would approach building and maintaining partnerships. If applicable, include copies of partnership agreements, letters of intent to partner or memorandums of understanding.
2. What resources do you need from the A Way Home for Tulsa Leadership Council, Housing Coalition, or other community partners to successfully launch and operate the program?

**Program Performance Evaluation (10 points):**

1. Describe how you plan to collect and track evaluation performance outcomes.
2. Describe how you plan to utilize the Homelessness Management Information System (HMIS).
3. How does your program ask for and incorporate participant feedback about services into your program design and policies/procedures? Please provide specific examples.
4. How does your program assist AWH4T in maintaining and increasing overall system performance measures?
  - a. High percentage of high acuity clients enrolled in services
  - b. High percentage of exits to permanent housing
  - c. Low percentage of returns to homelessness after being served

**Budgeting (15 points):**

*Note:* In addition to the questions below please complete an "Estimated Budget" form and include it as an attachment to your narrative.

1. How will you seek out support for the program after grant funds are expended?
2. Describe how your agency is seeking diverse funding streams to support and leverage requested funding.

**All applicants must also meet the following:**

1. Submit a complete application by the deadline.
2. The proposed activities meet eligibility requirements.
3. The grant request is reasonable based on the proposed scope.
4. A review of their latest Independent Audit reveals no major findings unaddressed. (Evidence of the agency's adequate capacity is determined by the applicant's response to the Audit findings) and the receipt of the summary pages of the applicant's most recent Audit.
5. The project and the applicant meet or will meet the contracting threshold requirements as listed above.
6. The applicant has submitted all items listed below under "Proposal Components."

**PROPOSAL COMPONENTS**

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The following are the required documents for proposals to be submitted to Chief of Staff, Erin Velez.

- A complete narrative proposal that addresses all questions under all areas of interest and "Estimated Budget" including all estimated revenue and expenditures to deliver proposed services.
  - The original Grant Period is 3 months. Applicants awarded funds can expect to receive a contract in August 2022.
  - The maximum project grant request is \$392,500.00.
  - Applicants awarded contracts in the competition are renewable, pending funding availability, on an annual basis pending performance and compliance review.
  - Capital costs (acquisition, construction, and rehabilitation) are not eligible activities in the Low-Barrier Shelter RFP.
- The Summary Pages of the most recently completed Independent Audit Letter showing significant findings and issues and, as appropriate, evidence of adequate responses to findings and issues identified.



**REQUIRED: LOW BARRIER SHELTER ESTIMATED BUDGET**  
*PROPOSED 90-DAY OPERATING EXPENSES*

**Organization:** [Click or tap here to enter text.](#)

<b>Activity/Expense</b>	<b>\$ Request from Housing Solutions</b>	<b>Other Funds (Amount &amp; Source)</b>	<b>Total Budget</b>
1. Rent	\$123,880.00	Enter Amount & Source	\$123,880.00
2. Description	Enter Amount	Enter Amount & Source	\$ 0.00
3. Description	Enter Amount	Enter Amount & Source	\$ 0.00
4. Description	Enter Amount	Enter Amount & Source	\$ 0.00
5. Description	Enter Amount	Enter Amount & Source	\$ 0.00
6. Description	Enter Amount	Enter Amount & Source	\$ 0.00
7. Description	Enter Amount	Enter Amount & Source	\$ 0.00
8. Description	Enter Amount	Enter Amount & Source	\$ 0.00
9. Description	Enter Amount	Enter Amount & Source	\$ 0.00
10. Description	Enter Amount	Enter Amount & Source	\$ 0.00
11. Total Request (Total lines 1 through 10)	Enter Amount	Enter Amount	\$123,880.00

Please submit any budget narrative/specific calculations you feel necessary to explain any of the budget figures included.

Allowable Categories:

- Professional Services (contracts)
- Communications (internet)
- Repairs
- Technology (radios, software licenses)
- Materials & Supplies (bedding/linens, food, PPE, office supplies)