



CITY OF VACAVILLE
Redevelopment Agency

•REQUEST FOR PROPOSALS•

FOR

Homeless Transitional Housing

Deadline for submissions: 5 p.m., November 14, 2011.

Request for Proposals

Overview

There are Vacaville residents, both men and women, who are chronically homeless and believed to be suffering from mental health issues and/or alcohol/substance abuse. This often prevents them from seeking and maintaining a stable housing situation. An Ad Hoc Task Force was formed by the City of Vacaville (“City”) to address the situation through development and implementation of strategies to serve this population. The Ad Hoc Task Force consists of City employees from a variety of departments, members of local faith-based organizations, representatives from social service organizations that provide services to the homeless, and interested members of the community, including local businesses. As part of the Ad Hoc Task Force strategy, the City is working on the development of a Transitional Housing Program (“Program”) for approval by the City Council that would assist chronically homeless Vacaville residents.

The Program should provide a combination of affordable housing and comprehensive support services to assist these chronically homeless persons who desire the structure and support of a transitional living program, but experience conditions that prevent them from achieving this goal on their own. The Program would help them return to self-sufficiency through case management, substance abuse counseling, and referrals for employment and health care, all of which require a stable living environment in order to succeed. This Program seeks to promote the homeless individual’s self-confidence and gain the financial stability necessary to succeed in independent living.

Description of the Property

The Vacaville Redevelopment Agency (“RDA”) owns eight (8) one-bedroom units on Callen Street in Vacaville. The units are located in two separate buildings, with four units in each building. The RDA will be responsible for rehabilitating these four-plexes, assisted by Valley Church, a local Vacaville church. Valley Church will be donating time and labor to do fencing, landscaping, debris removal, preparation of building interiors for contractors, and some of the finish work, such as interior painting and installation of cabinets and countertops.

The RDA has previously issued an RFP for an affordable housing developer/owner (“Developer”), who would purchase these two four-plexes from the RDA, together with other RDA-owned units on Callen Street. The Developer would be required, as a condition of purchase, to enter into a contract with the service provider selected under this RFP to administer the Transitional Housing Program. The RDA is currently in contract negotiations with the selected Developer.

The Program

It is the goal of this RFP to select an experienced service provider to administer the Program by working directly with the Developer of the two four-plexes, the units of which would be leased to Program participants.

Attachment 1 of this RFP is a matrix showing the relationships of the parties of this Program. As noted, the RDA will conduct rehabilitation activities and pay the bond debt, but will sell the properties to the Developer subject to a 55-year affordability covenant for the units. The Developer, RDA, and service provider selected through this RFP process will also enter into an agreement to memorialize their obligations with respect to the two (2) four-plexes.

The service provider will lease the units from the Developer for an amount that is affordable to households with incomes at 30% of area median income. The service provider will, in turn, rent the units to eligible Program participants. The service provider will work closely with the Vacaville Housing Authority in an effort to obtain rental subsidy for Program participants.

After an individual is screened for eligibility and accepted into the Program, he/she will be assigned to a Case Manager, who will guide and work with the individual throughout his/her time in the Program. Each participant will receive an individualized plan developed by the service provider's Case Manager based on the identified needs of the individual. Essential supportive services (e.g. treatment programs) will be provided to Program participants, either directly by the service provider or through partnerships with other agencies. During their participation in the Program, participants will be trained on skills such as how to create and adhere to a budget; how to apply for a job; how to maintain employment; etc.

Each participant will be required to meet regularly with their Case Manager to evaluate their progress in the services they are receiving with the goal of ensuring that the participant will have the necessary tools to secure and maintain long-term housing at the end of their participation in the Program. Participation in the Program is expected to be approximately twelve months, with the ability to grant a six-month extension if extenuating circumstances exist, for a maximum of eighteen months.

Service Provider Eligibility Criteria

Eligible applicants must demonstrate specific skills and experience in assisting chronically homeless individuals who have successfully transitioned to self-sufficiency. These skills and experience include the following:

- Providing a safe, sober, supportive and structured transitional housing program to serve the participant's needs, which may include mental health/developmental disabilities, as well as substance and alcohol abuse
- Maintaining full occupancy of transitional housing units
- Maintaining adequate staffing to ensure an appropriate level of Program services is provided and maintained
- Accepting applications and screening homeless applicants for eligibility (See: Program Participant Eligibility Criteria, below)
- Working with the Vacaville Housing Authority and other housing providers
- Contracting, as needed, with necessary supportive services including, but not limited to, substance abuse treatment and counseling, employment, health, psychological counseling, life-skills training and other essential social services
- Providing an appropriate level of 24-hour a day supervision to ensure a secure environment for participants as well as other neighborhood residents
- Implementing measures designed to maintain public safety
- Maintaining an environment where individuals can remain clean and sober
- Having a system in place to address medical emergencies and other types of emergencies
- Assigning Case Managers who will work with program participants on key areas including medical and mental health issues; alcohol and drug treatment; personal finance and budgeting; housing; employment; and transportation
- Creating an environment based on safety, respect, and dignity

Program Participant Eligibility Criteria

This program is available to single men, single women, and/or families who are chronically homeless as defined below. To be eligible to participate in the Program, a person must be:

- Considered chronically homeless, defined as persons who have been sleeping in a place not meant for human habitation (i.e. cars, parks, sidewalks, abandoned buildings, and/or in an emergency shelter continuously for a year or more) or who has been homeless at least four times in the past three years
- Currently living within the Vacaville city limits (for purposes of this RFP, the person/family is considered living in Vacaville when the activities described in the previous bullet occur in Vacaville)
- Referred by a local faith-based organization or local service provider, and
- Have income that does not exceed 50% of the median income for the Vallejo-Fairfield Metropolitan Statistical Area as published by the U.S. Department of Housing and Urban Development.

Funding

The service provider will receive funding to operate the Program from the rents collected for the units. Based on current market rents, it is estimated that these units, once rehabilitated, will rent for approximately \$725 per unit per month, for a total income of \$5,800 per month. These rents will be paid in part by the Program participant, who will pay approximately 30% of their income towards rent, and it is anticipated that the remainder will be paid through some form of subsidy from the Vacaville Housing Authority (note: veterans may be eligible to receive preference for Vacaville Housing Authority subsidies). From the \$5,800 the service provide will have to pay rent to the Developer of approximately \$436 per unit. Rents paid to the Developer will be used to maintain the units. The remainder, approximately \$289 per unit per month for a total of \$2,312 per month, will be available to the service provider for program administration.

The Proposal

In order to be eligible for consideration, the proposal in response to this RFP must be submitted to the City of Vacaville Department of Housing and Redevelopment, 40 Eldridge Avenue Suite 7, Vacaville, no later than 5:00 p.m. on November 14, 2011. The proposal should include the following:

A. Cover Letter:

The proposal must be accompanied by a cover letter signed by an individual authorized to bind the proposing entity. The cover letter should contain a summary of the proposal, including the scope of services to be provided and a budget, based upon the projected funding described above.

B. A Proposal of Administration of a Transitional Housing Program

The proposal must include the following:

- Applicant's history of successfully administering a transitional housing program or a similar program for the chronically homeless
- A history of providing the services described in this RFP, or of creating and maintaining partnerships with service providers who provide these types of services
- A detailed description of the applicant's experience working with the target population
- A detailed description of how the applicant will provide competent services and how program participants will access them

- A detailed description of how the applicant will adhere to, and ensure compliance with, all applicable state and federal regulations, including federal and state fair housing laws
- A detailed description of how the applicant will maintain adequate staffing levels to appropriately meet the need of Program participants
- A detailed description of how confidentiality will be ensured for each individual Program participant
- A detailed description of proposed policies regarding tenancy rules for the Program, including grounds for termination of tenancy
- A detailed explanation of the measures to be taken to ensure the safety of other Program participants and neighboring residents
- A proposed budget showing how funds will be spent
- A detailed description of how the applicant will maintain an accounting system that identifies how the funds are handled

C. Other Information

- Description of any potential conflicts of interest among the board and staff of the applicant's organization, and of measures that will be taken to disclose and avoid potential conflicts of interest
- Certification by the applicant, or its principals, acknowledging that they are, or are not, involved in any litigation or disputes that could materially affect the applicant's ability to perform and deliver the services proposed
- Any additional information that the applicant believes would assist in evaluating its proposal

The RDA reserves the right to reject any proposal that does not conform to the instructions of this RFP. The RDA may, however, in its sole discretion, permit an applicant to correct any deficiency that the RDA deems minor. The RDA will make the final determination and selection. Prior to the proposal due date, an applicant may withdraw its submitted proposal upon written request to the RDA. The written request must be signed by an authorized agent of the applicant and delivered to Vacaville Redevelopment Agency, 40 Eldridge Avenue, Suite 7, Vacaville, CA 95688.

Rating System of Proposals

The rating system consists of a total of 100 points that may be earned in five categories as described below:

- Experience (40 points maximum)
 - Successful administration of a transitional housing program or similar program for the chronically homeless
 - Successful provision of the type of services described in this RFP (or of creating and maintaining partnerships with agencies providing these types of services)
- Provision of services (40 points)
 - Effectiveness of overall proposal
 - How the applicant will ensure that necessary services are being received
 - Effectiveness of rental/tenancy policies
 - Effectiveness of proposed onsite management
- Budget/Leveraging of funds (20 points)
 - Effective utilization of rents to provide services
 - Extent to which the applicant will bring other funds to the program

Interviews

The RDA may choose to conduct interviews of applicants responding to this RFP. By submitting a proposal, the applicant agrees to attend any such interview.

Notification

The RDA will notify all applicants who submit a proposal in response to this RFP of their status in writing, including any proposals that are rejected due to not being submitted according to the instructions of this RFP. It is estimated that the selection of the winning proposal and notification to all applicants will take place within 30 days of the closing date of this RFP.

Requirements Under This Program

The applicant selected under this RFP must agree to the following:

- 1) To enforce the time limit for participation in the Program (maximum 18 consecutive months).
- 2) To assist participants to transition to long-term housing at the end of the 18-month period into subsidized or non-subsidized housing.
- 3) Ensure the property obtains certification from and actively participates in the City's Crime-Free Multi-Housing Program.
- 4) Actively participate in Vacaville's Ad-Hoc Task Force on Homelessness.
- 5) Completion of quarterly reports (format to be determined by the RDA at a later date). These reports will include, but are not limited to, the following:
 - number of program participants served
 - number of contacts with potential Program participants
 - services provided
 - expenditures

Deadline and Place of Delivery

Proposals shall be delivered to the RDA no later than 5:00 p.m., November 17, 2011. Proposals shall be delivered to 40 Eldridge Avenue, Suite 7, Vacaville, CA 95688, Attn: Anne Putney. The RDA reserves the right to return or reject any proposals that are not received by the RDA by this deadline.

Right to Reject All Proposals

The RDA reserves the right to reject any and all submissions, request additional information, or provide additional requirements to all applicants submitting proposals. The RDA also reserves the right to discontinue this process at any time. The cost of preparing any responses to this RFP shall be borne by the applicants and will not be reimbursed by the RDA.

The Redevelopment Agency of the City of Vacaville is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply.