

# Request for Proposals

**Subject:** One-Time State Funding for Respite Care Beds for Medically Vulnerable Homeless Persons in Kern County

**Issued by:** Kern County Homeless Collaborative/United Way of Kern County

**Date:** August 26, 2019

## **Background**

The State of California has provided \$2,603,226.14 in one-time funding under the Homeless Emergency Aid Program (HEAP) to the Kern County Homeless Collaborative (KCHC) to address homelessness in Kern County. Funds are available now. Based on the needs and goals identified in *Home at Last!, Kern County's Ten-Year Plan to End Homelessness*, the KCHC identified specific priority activities to be funded using the HEAP funds. The KCHC is now issuing a Request for Proposals (RFP) to identify and select organizations to implement a program to provide respite care beds for medically vulnerable homeless persons in Kern County.

<b>Activity Description</b>	<b>Funding Available</b>	<b>Source</b>
<b>Respite Care Beds:</b> Funds to leverage private funding to create at least 12 ongoing respite care beds for medically vulnerable homeless persons	Up to \$250,000	HEAP

## **RFP Process**

RFP responses are due by **5:00PM on Thursday, October 31 2019.**

Proposals can be submitted electronically (as pdf files) to [valerie.r@uwkern.org](mailto:valerie.r@uwkern.org) or can be delivered to the United Way of Kern County, 5405 Stockdale Hwy, Suite 200, Bakersfield, CA 93309.

Proposals must meet the threshold requirements and must respond to each of the selection criteria listed below. Proposals for activities other than the designated activities listed in this RFP and requests for funding that exceed the available funds for the activity will be rejected.

The KCHC has established a non-conflicting RFP review panel to review and rank responses. The panel will evaluate all of the proposals received against the evaluation factors set forth below and rank them in numerical order based on the aggregate of the evaluation factors.

After conducting a thorough review and analysis, the highest-ranking proposal shall be selected. The KCHC reserves the right to reject any or all proposals and to waive any informality in proposals received whenever the KCHC determines that such rejection or waiver is in its best interest.

### **Threshold Requirements**

Organizations selected to implement the designated activities must agree to the following threshold requirements:

- All activities will comply with KCHC Coordinated Entry System requirements
- Participation in HMIS
- Adherence to Housing First principles as defined by HUD
- Compliance with all State HEAP regulations and reporting requirements, including but not limited to reporting on relevant HUD system performance measures
- Utilization of the definition of homelessness as defined in the HEARTH Act

### **Selection Criteria**

#### **Experience (25 pts)**

*Applicants should describe in 750 words or less their experience in providing the proposed activity, including past performance on relevant HUD or similar system performance measures.*

#### **Capacity (25 pts)**

*Applicants should describe in 750 words or less their organizational capacity to administer the State funds in compliance with applicable regulations, including experience administering similar State and Federal funds. Explain the financial controls and oversight in place to ensure proper use of funds. Attached your most recent annual audit if requesting \$250,000 or more.*

#### **Cost Effectiveness/Leverage (25 pts)**

*Applicants should provide a budget detailing the costs for the activity, the proposed # of persons served, and any leverage of other funding sources.*

#### **Implementation Plan (25 pts)**

*Applicants should provide a project narrative in 750 words or less explaining the activity to be provided and a realistic timeframe for implementation of the activity. Demonstrate you understand the steps necessary to quickly implement the activity, including an expected expenditure timeline.*

### **Expenditure Deadlines**

HEAP: 100% by April 30, 2021

The KCHC reserves the right to reallocate funds if designated activity is at risk of not meeting expenditure deadlines.

This is one-time State funding and organizations should not expect the funding to be renewed or extended in the future.

**Other Information**

The United Way of Kern County has been designated by the KCHC as the Administrative Entity for the HEAP funds. Organizations selected to implement eligible activities will enter into an agreement with the United Way. Funding will be reimbursed to the contracted organizations on a monthly basis upon submittal of the required documentation of eligible expenses. Organizations can request a one-time funding advance equal to 1/12 of the annual budget.

**Contact Person**

All questions related to this RFP should be directed to:

Valerie Rodriguez: [valerie.r@uwkern.org](mailto:valerie.r@uwkern.org)