



Request for Letters of Interest

Overview

The Homeless Action Partnership is pleased to release this request for Letters of Interest (LOI) to provide emergency sheltering options for unsheltered homeless individuals. The total amount available for award is \$605,000 to be provided mid-February/March 2019 through June 30, 2019.

Responses are due by 5pm on February 8, 2019.

Purpose

The Homeless Action Partnership (HAP), the local Watsonville/Santa Cruz City and County Continuum of Care, finds that there is an immediate sheltering and public health crisis, with the most recent point in time count enumerating 1,799 unsheltered persons, an estimated 30% of who are living in their vehicles. The County of Santa Cruz, and the Cities of Santa Cruz and Watsonville have all declared a Shelter Crisis in accordance with California Government Code Sections 8698-8698.2 which allows such declaration when a situation exists “*where a significant number of persons are without the ability to obtain shelter, resulting in a threat to their health and safety.*”

The HAP finds that the State’s rapid disbursement of the Homeless Emergency Assistance Program funds is due to their recognition of the urgent needs of cities and counties. The State’s purpose for the funds is to provide *immediate emergency assistance* to people experiencing homelessness. The State allows CoCs discretion in how the funds are allocated.

The HAP finds that it is critically necessary to expand and bring online several emergency shelter options immediately for the winter season.

Given these findings, the HAP has decided to have an expedited process to have some portion of HEAP funds working on the street and assisting the unsheltered population within the shortest possible timeframe. The HAP Governing Board and HAP Jurisdictional Executive Committee reached a consensus decision to make an emergency allocation of our CoC’s HEAP funds totaling \$1,005,000 for emergency shelter and public health and safety hygiene services through June 30, 2019, and \$100,000 for an immediate community engagement process. The purpose of the emergency allocation is to protect life, health and safety and to immediately alleviate human suffering that should not be prolonged until the conclusion of the HEAP and CESH RFP process. The allocation of \$300,000 to focus efforts towards hygiene services and \$100,000 for community engagement shall be managed through separate and distinct processes as outlined in the cover letter of this LOI.

Project Implementation and Operations Timeline

Projects funded through the Emergency Allocation must be implemented and operational no later than March 15, 2019. Projects funded through the emergency allocation will be funded at most through June 30, 2019. Continuation of funding beyond June 30, 2019 requires a response to the HEAP/CESH Request for Proposals (RFP) and an award through the HEAP/CESH RFP process.

Funding Amount Available

- **\$605,000 for projects that provide emergency sheltering, which can include shelter beds, safe parking, or a sanctioned encampment.**

LOI Process Timeline

- **January 30, 2019** Letter of Interest issued
- **February 5, 2019 10am-11am** Interested LOI Applicants Q&A Meeting
Location: 701 Ocean Street, Santa Cruz,
5th Floor, Room 520 “Coastlines Conference Room”
- **February 8, 2019 5:00 p.m.** Deadline to submit proposals
- **February 11-15**, Evaluation, Ranking and Selection of Projects
- **February 18**, on or before: Written notification of awards
- **February 26-March 12**, Anticipated dates for executing agreements

LOI Submission Deadline and Requirements

Proposals must be received no later than 5:00 PM on February 8, 2018. Late applications will not be accepted.

Submittals must be emailed with LOI Narrative and Budget to:
Rayne Marr: rayne.marr@santacruzcounty.us and Tony Gardner:
tonygardnerconsulting@yahoo.com

Please include the following contact information in the response:

- Agency name
- Program name (if different)
- Street address
- Contact person
- Telephone number
- E-mail address

Project Narrative

Letters of interest must contain the following elements and proposals will be evaluated for responsiveness to the information requested.

1. Program Design (no more than 2 pages) – 40 points

Please describe what your organization proposes to do with the HEAP program funding specifically for the purpose of providing emergency sheltering options.

Include in your response:

- A. An overall program description, including:
 - a. The type of program proposed
 - b. How the proposed program will meet critical and immediate needs of unsheltered persons experiencing homelessness
 - c. The overall goals of the initiative
 - d. How many people will be served and for what period of time
 - e. How the program will be staffed
 - f. Whether the program will serve the entirety of the County, or a particular jurisdiction
- B. Describe the target population. Provide evidence that the population the project proposes to serve is currently unserved by the proposed services and describe how

the project will remedy that gap. Clearly describe the eligibility criteria for the program.

2. Organizational Experience and Capacity (no more than 1 page)- 30 points

Provide a narrative description of your organization(s)'s relevant experience, including:

- A. Providing services similar to those proposed in your application.
- B. Managing federal or state grants and complying with funding requirements.
- C. For respondents that propose working with other organizations or subcontractors, describe prior experience working together.
- D. Indicate whether any of the following apply to your organization (for applicants consisting of multiple organizations, this question applies to the lead organization only):
 - a. Loss (either voluntary or involuntary) of federal funds in the last three years, including funding reallocation, suspension of reimbursement, repayment of grant funds or de-obligation of grant funds due to performance issues (If yes, please describe circumstances).
 - b. Unresolved funder (e.g. HUD) or financial audit findings or concerns (If yes, please describe and attach any communications pertaining to such findings or concerns. (Attached communications will not count against the page limit.)

Project Budget (maximum 1 page) -30 points

Provide a budget for the proposed funds. Identify the personnel and non-personnel items requested and the requested amount.

Evaluation, Ranking, and Selection of Projects

Upon receipt of the applications, County Homeless Services Coordinator and HAP staff will assess proposals using the selection criteria identified above and provide recommendations to a non-conflicted LOI Selection Committee which shall make a final recommendation to the joint HAP Executive Committee and HAP Governing Board. Any non-profit, City jurisdiction or County department that seeks a funding allocation through the expedited LOI process shall be recused from the LOI selection process.

Questions and Answers

Applicants may direct questions in writing to:

Rayne Marr: rayne.marr@santacruzcounty.us and

Tony Gardner: tonygardnerconsulting@yahoo.com

Agreements

The most appropriate allocation or agreement type will be assessed by County Homeless Services staff and communicated to the awardee. All final details will be negotiated with the awardees. The County of Santa Cruz Purchase Order Terms and Conditions are included in Appendix A. The awardees will be required to submit regular invoices and comply with State HEAP guidelines on reporting.

Appendix

Appendix A: The County of Santa Cruz Purchase Order Terms and Conditions