

Request for Proposals

#19-04

The Community Development Program

Of Beaver County

FY 2019 Program Year

Services for the Homeless under the U.S. Department of Housing and Urban Development
Department of Community and Economic Development and the Pennsylvania Department of Human
Services

Emergency Solutions Grant Program (ESG)/Homeless Assistance Program (HAP)

GENERAL CONDITIONS

I. Solicitation of Proposals

The Community Development Program (CDP) of Beaver County has invited qualified providers of homeless services to submit applications for funding through the US HUD Emergency Solutions Grant (ESG) Program as established by Subtitle B of Title IV of the Stewart B. McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378) and the Pennsylvania Department of Human Services Homeless Assistance Program (HAP) under Act 153. Although this Request for Proposals (RFP) covers funding from both the ESG and HAP, the ESG regulations will govern due to the higher level of stringency.

The objective of this RFP is to identify an emergency shelter for homeless men and to provide funding for operations and essential services. The physical site for the shelter may be congregate or scattered site. This RFP will not support acquisition of a shelter or any physical site improvements; however, the site must demonstrate compliance with applicable municipal ordinances. Shelter habitability must meet the guidelines established by HUD ESG (24 CFR 576.403)

The County will utilize its 2019 allocation of ESG and HAP funds. The budget is \$67,000.00. (A new RFP will be issued in January, 2020. Allocation of future funding opportunities will be made based upon the County's Continuum of Care priorities.) There is no ESG match requirement for this RFP because the match requirement will be fulfilled through the use of the HAP funds.

This Request for Proposal (RFP) contains the most definitive statement of the purpose, scope of work and conditions that CDP is able to provide. It includes all the information necessary for agencies to submit a proposal.

All offerors are required to submit an original and one (1) copy of their proposal(s) to Lisa E. Signore, Director, Community Development Program of Beaver County, 1013 Eighth Avenue, Beaver Falls, PA 15010 **by 4:00 P.M., prevailing time Friday, October 18, 2019. Do not bind or staple the proposal.**

II. Project Description

The applicant must provide a detailed description of the existing and planned homeless services provided by the agency. The description shall include relevant experience of agency and annual agency budget.

III. Scope of Services

The provider will work within the framework established by the U.S. Department of Housing and Urban Development ESG Program and the Pennsylvania Department of Human Services HAP.

Proposals will be considered based on the County's Continuum of Care priorities. The 2019-2020 statement of priorities is attached. A list of acceptable activities for this RFP are as follows:

1. Essential services:
 - a. Case Management
 - b. Education Services
 - c. Employment Assistance
 - d. Outpatient Health Service
 - e. Legal Services
 - f. Life Skills Training
 - g. Mental Health Services

- h. Substance Abuse Treatment Services
- i. Transportation
- j. Services for Special Populations

2. Operating costs:

- a. Maintenance
- b. Rent
- c. Security
- d. Fuel
- e. Equipment
- f. Insurance
- g. Utilities
- h. Food
- i. Furnishings
- j. Supplies necessary for shelter operation
- k. Hotel/Motel Vouchers (when necessary)

IV. Information required of each offeror

Each proposal submitted in response to this RFP will contain responses to the following:

1. Project purpose
2. Detailed scope of service
3. Detailed Project Budget
4. Evidence of site control of physical shelter and assurances that the shelter will operate in accordance with applicable municipal ordinances and that it meets the habitability requirements found at 24 CFR 576.403. If the shelter facility is not owned by the applicant, the applicant must include a Memorandum of Agreement between the applicant and the owner that includes rental structure and, at the very least, assurances that it meets the aforementioned requirements.
5. Relevant agency experience in homeless services
6. Evidence of agency designation as a 501 C-3, non-profit
7. Timeliness Chart of Expenditures. The ESG expenditure period terminates on 8/31/2020 (\$30,000.00). The HAP expenditure period terminates on 6/30/2020 (\$37,000.00).

V. Budget

In preparing a budget, the provider must consider that the combined total available for all projects is **\$67,000.00**. The applicant must provide a detailed budget of the program including all other sources and uses of funds for the operation of a homeless men's shelter.

VI. Selection Factors

The County of Beaver will select the offeror that demonstrates the highest degree of experience and competence. Each proposal will be rated and ranked in accordance with the following criteria:

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| 1. Assurance of compliance with all applicable statutory requirements | 20 pts |
| 2. Comprehensive nature of the program and/or services and how the program and/or services will address gaps in homeless provision | 30 pts |

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| 3. | The program is cost effective and contains evidence of other sources of funds. This can be accomplished by funding commitment letters/agreements from the other sources. | 20 pts |
| 4. | The capacity and ability of the provider to carry out the activity(ies) | 30 pts |
| | Total Points | 100 pts |

VII. Selection Process

The County will evaluate each written proposal and assign points to each segment or factor of the proposal in accordance with the points listed above.

Proposals shall be reviewed by the Staff of the Community Development Program of Beaver County and the Continuum of Care Coordinator. Following the review, a recommendation will be made to the Board of County Commissioners who will make the official selection. Interviews may be requested by the County or its representatives.

VIII. Non Discrimination

The proposer must insure that the employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, disability or familial status and that requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, are met where applicable.

IX. Other

The County reserves the right to reject any or all proposals, to waive any formality and to amend this RFP whenever such rejection, waiver or amendment is in the best interest of the County.

2019-2020 Continuum of Care Priorities

The Beaver County Continuum of Care continues to work toward the community goal of ending homelessness in Beaver County. This goal is measured by our success in preventing homelessness, and ensuring homelessness is brief and rare when it does occur. This means having a strong, efficient system working with precariously housed and homeless households to link them to safe affordable housing and other supportive services as needed in order to maintain stable housing over the long-term.

The following priorities will guide our CoC partners in this work through 2019-2020.

- Reduce the overall number of people experiencing homelessness
- Increase affordable housing opportunities. This can be achieved through a variety of strategies: develop more affordable housing units, increase vouchers to make units more affordable, and grow landlord partnerships.
- Continue to show a decrease in the rate of return to homelessness. We reported a 3% decrease in the rate of return in the last year.
- Increase Emergency Shelter options to include both traditional and atypical shelter options.
- Increase the number of exits from ES, TH, and RRH to permanent housing destinations. Unfortunately, last year we experienced an 8% decrease in the number of people exiting to PH from ES, TH, and RRH.
- Continue to increase the number of people increasing their income in the CoC funded programs.
- Develop strategies to address racial disparities in our program outcomes.
- Continue to reduce the number of people who become homeless for the first time.
- Continue to pursue funding opportunities to support these priorities.