



TEHAMA COUNTY
CONTINUUM of CARE

REQUEST FOR PROPOSALS
SPRING 2020
YOUTH HOMELESSNESS SERVICES (YHS)
FUNDING OPPORTUNITY

Release Date: Friday, May 1, 2020

Submission Deadline: Monday, June 8, 2020

Register for Email Updates:

Applicants are encouraged to register to receive email notifications if and when updates to this RFP or questions and answers regarding proposal submission are posted. To register for updates, visit <http://www.tehamacoc.org/yhs-rfp-email-updates.html>. *Registration is not required in order to submit a Proposal.*

RFP Inquires:

Applicants shall submit all questions concerning the scope of services, eligibility and/or programmatic requirements of the 2020 Youth Homelessness Services (YHS) Funding in writing by email only and directed to: info@tehamacoc.org no later than 72 hours prior to the Submission Deadline. To ensure a fair and open process, all questions submitted will be posted without attribution to the party that has submitted the question, along with TCCoC's written response, at <http://www.tehamacoc.org/yhs-rfp-faq>.

Technical Questions:

Technical questions regarding the submission process may be submitted via the Request Technical Assistance form available at <http://www.tehamacoc.org/yhs-rfp-technical-questions>.

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REQUEST FOR PROPOSALS

SPRING 2020

YOUTH HOMELESSNESS SERVICES (YHS)

FUNDING OPPORTUNITY

A. Introduction

The Tehama County Continuum of Care (TCCoC) is seeking proposals from qualified agencies and organizations to provide Youth Homelessness Services in Tehama County.

B. Funding

1. \$68,000 in reimbursable grant funds are available through this Request for Proposals (RFP).
2. These funds originate with the Homeless Emergency Aid Program (HEAP), as administered by the State of California Business, Consumer Services and Housing Agency (BCSH) and the California Emergency Solutions and Housing (CESH) Program as administered by the State of California Department of Housing and Community Development (HCD) as awarded to the Tehama County Continuum of Care (TCCoC) and the Education for Homeless Children and Youth Program as administered by the California Department of Education and awarded to the Tehama County Department of Education (TCDE). Funds will be distributed to one or more local providers by Empower Tehama as the administrative entity and fiscal agent for TCCoC.
3. The total funds available may be awarded to a single applicant or may be split among multiple applicants. Applicants may be asked to accept an award that is smaller or larger than the amount requested in their proposal.
4. Funds awarded through this RFP must be expended within a 12-month contract period.

C. Eligibility

1. Eligible Applicants

Eligibility is limited to 501(c)(3) non-profit organizations or units of local government. Successful applicant(s) will demonstrate extensive experience working with homeless youth.

2. Minimum Qualifications

In order to be considered for selection, Applicants must meet the following minimum qualifications:

- The proposal is complete and is received by the deadline.
- 501(c)(3) non-profit organizations must have an **active registration with the System for Awards Management (SAM)** to receive funding through this RFP. This registration

must be configured to be publicly searchable. Entities may obtain SAM registration by visiting www.sam.gov. Applicants who are unable to complete the SAM registration process prior to the RFP Submission Deadline must submit evidence that the process has been initiated by email to info@tehamacoc.org prior to the RFP Submission Deadline in order to be eligible for consideration for funding. If selected for award, award will be contingent on successful completion of the SAM registration process.

- Applicants must demonstrate having the **fiscal capacity** to successfully and accurately manage multiple contracts, allocate funds and track expenses by fund.

D. Eligible Activities

Funds must be used to establish or expand services that meet the needs of homeless youth or youth at risk of homelessness in Tehama County as defined in Section F, including unaccompanied homeless youth and youth in homeless families. Eligible uses include, but are not limited to:

1. **Services:** Street outreach, health and safety education, criminal justice diversion programs, prevention services, navigation services, and operating support for short-term or comprehensive homeless services.
2. **Rental assistance or subsidies:** Housing vouchers, rapid re-housing programs, and eviction prevention strategies.
3. **Capital improvements:** Emergency shelter, transitional housing, drop-in centers, permanent supportive housing, small/tiny houses, and improvements to current structures that serve homeless youth.

E. Local Priorities

In keeping with TCCoC's primary purpose of preventing and ending homelessness, applicants that propose activities that assist homeless youth to acquire permanent housing and provide ongoing supportive services to increase the likelihood that these individuals will be able to retain permanent housing once housed will be given priority consideration.

On July 18, 2019, the TCCoC Homeless Youth Subcommittee identified three additional areas as areas of significant needs of the target population. Proposals that address one or more of these areas, either as a primary activity or an integrated part of a wider menu of activities, will be given priority consideration:

- Access to basic needs resources such as food and clothing
- Access to transportation
- Coordination of Mental Health Services

F. Target Population(s)

Activities funded under this RFP must serve individuals and families who are homeless or at risk of homelessness as defined in [24 CFR 578.3](#):

1. Homeless

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
- c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- d. An individual or family who will imminently lose their primary nighttime residence, provided that:
 - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - ii. No subsequent residence has been identified; and
 - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- e. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - i. Are defined as homeless under section 387 of the [Runaway and Homeless Youth Act \(42 U.S.C. 5732a\)](#), section 637 of the [Head Start Act \(42 U.S.C. 9832\)](#), section 41403 of the [Violence Against Women Act of 1994 \(42 U.S.C. 14043e-2\)](#), section 330(h) of the [Public Health Service Act \(42 U.S.C. 254b\(h\)\)](#), section 3 of the [Food and Nutrition Act of 2008 \(7 U.S.C. 2012\)](#), section 17(b) of the [Child Nutrition Act of 1966 \(42 U.S.C. 1786\(b\)\)](#), or section 725 of the [McKinney-Vento Homeless Assistance Act \(42 U.S.C. 11434a\)](#);
 - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

- iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- f. Any individual or family who:
 - i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - ii. Has no other residence; and
 - iii. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

2. At Risk of Homelessness

- a. An individual or family who:
 - i. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - ii. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "Homeless" definition in this section; and
 - iii. Meets one of the following conditions:
 - a. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - b. Is living in the home of another because of economic hardship;
 - c. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
 - d. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

- e. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
- f. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
- g. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved [consolidated plan](#);
- h. Are defined as homeless under section 387 of the [Runaway and Homeless Youth Act \(42 U.S.C. 5732a\)](#), section 637 of the [Head Start Act \(42 U.S.C. 9832\)](#), section 41403 of the [Violence Against Women Act of 1994 \(42 U.S.C. 14043e-2\)](#), section 330(h) of the [Public Health Service Act \(42 U.S.C. 254b\(h\)\)](#), section 3 of the [Food and Nutrition Act of 2008 \(7 U.S.C. 2012\)](#), section 17(b) of the [Child Nutrition Act of 1966 \(42 U.S.C. 1786\(b\)\)](#); or
- i. A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the [McKinney-Vento Homeless Assistance Act \(42 U.S.C. 11434a\(2\)\)](#) and the parent(s) or guardian(s) of that child or youth if living with her or him.

G. Limitations

To ensure that the funds made available through the Request for Proposals comply with the eligible activities stipulated by the originating funders and are used to provide services to the intended target populations, the available funds, in their entirety, will be awarded according to the limitations described below.

1. Serving Unaccompanied Homeless Youth

No less than 40% of the funds must be used to serve unaccompanied homeless youth. Unaccompanied homeless youth are young people under the age of 25 who are “homeless” or “at risk of homelessness” as described in Section F and who are not in the physical custody of a parent or guardian.

2. Serving Homeless Students

No less than 20% of these funds must be used to provide homeless children and youth who are enrolled in or eligible to enroll in public school grades K-12 with case management services to assist them with obtaining the community resources, transportation and mental health services available necessary to help them succeed. Funds may not be used to provide direct assistance to family members or other household members who are not under the age of 25 and homeless, except where such services are ancillary to serving the unaccompanied homeless youth.

3. Serving Transition Age Youth

No less than 40% of the funds must be used to serve Transition Age Youth (TAY), defined as individuals between the ages of 18 and 24 who are homeless or at risk of homelessness. This includes parenting youth and their children.

The extent to which any one proposal conforms to these limitations will not be considered in the evaluation process, however, applicants may be asked to modify proposed service designs or to accept an award in an amount different than the amount requested to allow TCCoC to comply with these limitations.

H. Best Practices and Services Approach

1. Low Barrier Approach

Low barrier is an approach through which a minimal number of expectations are placed on youth who wish to participate in services to allow as many individuals as possible to access services. Low barrier services meet people “where they’re at” rather than requiring that they meet eligibility milestones, such as abstaining from substance use for a specific length of time or reconciling with parents or guardians prior to being eligible to receive services.

2. Housing First

Housing First is an approach guided by the belief that *housing is the solution to homelessness*. This strategy prioritizes successfully connecting youth experiencing homelessness with access to safe, permanent housing without preconditions and barriers to entry and offering ongoing, individualized case management services to such youth to increase the likelihood that they will be able to maintain such housing once financial assistance ends.

3. Positive Youth Development

The Interagency Working Group on Youth Programs, a collaboration of 21 federal departments and agencies that support youth, has defined positive youth development (PYD) as “an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people’s strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.”

Essential features of effective learning environments and settings that facilitate positive youth development for young people inside and outside of school:

- Physical and psychological safety
- Appropriate structure
- Supportive relationships
- Opportunities to belong
- Positive social norms
- Support for efficacy and mattering
- Opportunities for skill building
- Integration of family, school/employment and community efforts

I. Additional Requirements

1. Continuum of Care Participation

The Tehama County Continuum of Care is a collaborative of service providers and other stakeholder's who are committed to preventing and ending homelessness in Tehama County. As a condition of award, grantees must commit to sending representation to the monthly TCCoC General Collaborative Committee meeting, and are encouraged to participate in other TCCoC activities as well as the Tehama County Housing and Homeless Stakeholders' Collaborative, an associated collaborative whose goal is to carry out the objectives of the Tehama County 10-Year Plan to End Homelessness. Learn more about TCCoC and review the 10-Year Plan at www.tehamacoc.org.

2. Coordinated Entry System (CES) Participation

The Tehama County Coordinated Entry System (CES) is a community-wide system through which people experiencing or at risk of experiencing homelessness can access the crisis response system in a streamlined way. Individuals and families in need of housing enter the CES through undergoing a standardized assessment that measures their needs and strengths and adding them to the community-wide Housing Needs List. Participating providers then use the list to identify potential participants for their housing and housing-related services. Grantees will be required to accept referrals from the CES into its emergency intervention services, assess and enter participants into the CES and fill openings in its Rapid Rehousing/Rental Assistance program through the Housing Needs List. The Tehama CES utilizes 2-1-1 NorCal as its primary point of entry, however, local service providers may also choose to assess individuals and families and enter them directly into the CES. Grantees will be expected to participate further developing the system and to incorporate the CES into its service delivery system to the greatest extent possible.

3. Homeless Management Information System (HMIS) Participation

The Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and other services to homeless individuals and families and persons at risk of homelessness on a community-wide basis. The Tehama HMIS uses Clarity Human Services, a software product developed by Bitfocus, Inc. to collect HMIS data. All clients, programs and services provided at are to be tracked using this community-wide system. Grantees will be expected to budget at least \$1,200 per year for one HMIS license and to provide or plan to purchase computing equipment adequate for accessing and entering HMIS data. Applicants are responsible for adhering to all applicable laws with regards to safeguarding the personal information of the persons they serve. It is the responsibility of the applicant to inform TCCoC in the narrative section(s) of their response to this RFP of any restrictions to which they are subject that may preclude them from entering client data into the HMIS. For additional information about Tehama HMIS, download TCCoC's HMIS Policies and Procedures Manual at:

http://www.tehamacoc.org/uploads/5/5/7/6/55768633/tccoc_hmis_p_p_11-1-18.pdf

4. Reporting

Grantees will be responsible for ensuring that all HMIS data, as well as any data requested by all funders and governing agencies, is collected accurately by all staff and subcontractors, to the extent permitted by laws that govern each service type. Grantees will be expected to provide regular reports to governing agencies and others as directed by governing agencies.

J. Submission Information

1. Required Forms

Fillable versions of the required Proposal Form, Project Budget and Budget Narrative Template, as well as instructions for submitting them, can be accessed at <http://www.tehamacoc.org/yhs-submission-page>.

2. Submission Dates and Times

Proposals must be submitted electronically by 11:59 PM PST on **Monday, June 8, 2020**.

3. Technical Considerations

- a. Proposal Forms must be completed using the most up-to-date version of Adobe Acrobat Reader, available for free download at <https://get.adobe.com/reader/>.
- b. Applicants with disabilities in need of reasonable accommodations in order to access and/or submit the Proposal Form may send a Reasonable Accommodation Request to info@tehamacoc.org, by calling Gail Locke, CoC Chairperson, at 530-527-5290 or by mailing a written request to Gail Locke, 14250 Wyndhaven Dr., Red Bluff, CA 96080. TCCoC suggests that Reasonable Accommodation Requests be submitted at least 14 days prior to the submission deadline. Deadline extensions may be granted to Applicants who experience unforeseeable difficulties during the submission process, including those caused by severe weather conditions, natural disasters or other acts of God. In the event of unforeseeable difficulties during the submission process, Applicants must notify TCCoC by email at info@tehamacoc.org within 12 hours of the resolution of the difficulty and be prepared to submit evidence of the occurrence and duration of the unforeseeable difficulty. Decisions regarding granting deadline extensions due to unforeseeable difficulties will be made by the TCCoC Executive Council and will be final.

K. Review and Selection Process

1. Evaluation

All proposals that are submitted by the deadline and that meet the threshold requirements described in Sections C, D and F will be reviewed by the TCCoC Rating and Ranking Committee in accordance with the Evaluation Matrix in this section.

2. Notifications

Applicants will be notified regarding the results of Proposal evaluations on or before **Monday, June 22, 2020**.

3. Evaluation Matrix

All proposals that are submitted by the deadline and that meet the threshold requirements described in Sections C, D and F will be rated based on the following criteria:

Factor	Criteria	Maximum Points
History and Experience	<ul style="list-style-type: none"> Length and quality of experience serving the target population(s) described in Section F. Length and quality of experience in implementing the same or similar activities as described in Section I. 	30
Alignment with Local Priorities	<ul style="list-style-type: none"> The extent to which the proposed activities align with the Local Priorities described in Section E. 	10
Service Provision Approach	Understanding of and commitment to providing services in keeping with the following approaches: <ul style="list-style-type: none"> Low Barrier Housing First Positive Youth Development 	20
Measurable Goals and Objectives	<ul style="list-style-type: none"> Proposed goals and objectives are specific and align with the intent of this RFP. Applicant demonstrates the capacity to measure progress towards goals. 	10
Financial Capabilities	Applicant demonstrates having the fiscal capacity to successfully and accurately manage a project of this size, including the ability to manage multiple contracts, allocate funds and track expenses by fund.	10
Budget	<ul style="list-style-type: none"> Proposed budget adequately supports the activities and goals proposed by the applicant Budget and line items demonstrate an understanding of the eligible activities described in this RFP. 	20
TOTAL POSSIBLE POINTS:		100

L. Terms and Conditions

1. Errors and Omissions in Request for Proposals (RFP)

Applicants are responsible for reviewing all portions of this RFP. Applicants are to promptly notify TCCoC, in writing, if the Applicant discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to TCCoC promptly after discovery, but in no event later than 72 hours prior to the Submission Deadline.

2. Inquiries Regarding RFP

Applicants shall submit all questions concerning the scope of services, eligibility and/or programmatic requirements of the 2020 Youth Homelessness Services (YHS) Funding in writing by email only and directed to: info@tehamacoc.org. Such questions shall be submitted no later than 72 hours prior to the Submission Deadline. Applicants who fail to do so will waive all further rights to protest, based on these specifications and conditions. To ensure a fair and open process, all questions submitted will be posted without attribution to the party that has submitted the question, along with TCCoC's written response, at <http://www.tehamacoc.org/yhs-rfp-faq>. TCCoC will make a good faith effort to redact any information contained in the question that could reasonably be expected to be used to identify the party that has submitted the question, provided the redaction is not material to communicating the meaning or scope of the question. TCCoC makes no guarantees that the party submitting the question will not or cannot be identified by another party.

3. Objections to RFP Terms

Should an Applicant object on any ground to any provision or legal requirement set forth in this RFP, the Applicant must, no less than 72 hours prior to the Submission Deadline, provide written notice to TCCoC setting forth with specificity the grounds for the objection. The failure of an Applicant to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

4. Change Notices

TCCoC may modify the RFP, prior to the Submission Deadline, by issuing Addenda to the RFP, which will be posted at <http://www.tehamacoc.org/yhs>. The Applicant shall be responsible for ensuring that its proposal reflects any and all Addenda issued by TCCoC prior to the Submission Deadline regardless of when the proposal is submitted. Therefore, TCCoC recommends that the Applicant consult the website frequently, including shortly before the Submission Deadline, to determine if the Applicant has downloaded all RFP Addenda. Registered Applicants will receive Email Updates when new information is posted. Applicants who opt not to register for Email Updates are encouraged to check this webpage regularly for new or updated information.

5. Revising a Proposal

An Applicant may revise a proposal on the Applicant's own initiative at any time before the Submission Deadline by submitting a complete updated proposal in the same manner in which the original proposal was submitted, including completion of the online form available at <http://www.tehamacoc.org/yhs-submission-page> and uploading of all documents requested in the online form. Revised proposals must be submitted by Submission Deadline and must bear the same Applicant Name and Project Name as the originally submitted proposal. In cases in which more than one proposal is submitted bearing the same Applicant Name and Project Name, TCCoC will disregard all but the most recently submitted proposal.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the Submission Deadline for any Applicant. At any time during the evaluation process, TCCoC may require an Applicant to provide oral or written clarification of its

proposal, however, TCCoC reserves the right to move forward or to decline to move forward with an applicant without further clarifications of proposals received.

6. Errors and Omissions in Request for Proposals

Failure by TCCoC to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse an Applicant from full compliance with the specifications of the RFP if awarded.

7. Financial Responsibility

TCCoC accepts no financial responsibility for any costs incurred by an entity in responding to this RFP. Submissions of the RFP will become the property of TCCoC and its Administrative Entity, Empower Tehama, and may be used by the TCCoC and/or Empower Tehama in any way deemed appropriate.