



TEHAMA COUNTY
CONTINUUM of CARE

REQUEST FOR QUALIFICATIONS YOUTH HOMELESSNESS PROVIDER

Release Date:

Thursday, August 15, 2024

Statement of Qualifications (SOQ) Submission Deadline:

Thursday, September ~~19~~¹², 2024 at 4:59 PM PST (via email)

Prepared for:

Tehama County Continuum of Care
(Tehama CoC)
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REQUEST FOR QUALIFICATIONS

YOUTH HOMELESSNESS PROVIDER

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B. Intent & Questions

The Tehama County Continuum of Care (Tehama CoC) is seeking statements of qualifications from agencies and organizations to provide permanent housing with services, interim housing with services, or supportive services only to youth aged 12-24 experiencing homelessness in Tehama County.

Respondents shall submit all questions concerning the scope of services, eligibility and/or programmatic requirements of the Youth Homelessness Provider RFQ in writing by email only and directed to: info@tehamacoc.org. Questions must be submitted by Thursday, August 22, 2024 at 4:59 PM PST.

C. Timeline

Activity	Date
Request for Qualifications (RFQ) Released	Thursday, August 15, 2024
Deadline to Submit Questions	Thursday, August 22, 2024 at 4:59 PM PST
Questions and Answers Posted	Thursday, August 29, 2024
Statements of Qualifications Due	Thursday, September 19-12 , 2024 at 4:59 PM PST
Respondents Notified	Estimated to be by Thursday, October 31, 2024
Kickoff Meeting with Selected Respondent	Estimated to be in November 2024

D. Target Population

According to the Homeless Housing, Assistance and Prevention (HHAP) program, "Homeless youth" means an unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). "Homeless youth" includes unaccompanied youth who are pregnant or parenting.

Subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)) defines homeless children and youths as the following:

- (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
- (B) includes —

- (i) children and youths who are sharing the housing of other persons [not parents or guardians, but could include friends or relatives] due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) children and youths who have 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 (within the meaning of section 103(a)(2)(C));
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

E. Background

The following data points provide background information on the target population to be served by the youth homelessness provider. It is challenging to obtain an accurate count of homeless youth, and thus though these available data points serve as an estimate, they likely are a significant undercount. Moreover, data sources may use different definitions of being unhoused. For example, the McKinney-Vento data has a broader definition than the Point-in-Time Count data. These definitions are per State and Federal regulations.

1. 2023 Point-in-Time (PIT) Count

- a. There were 11 unaccompanied youth under the age of 25 counted in the 2023 PIT. All were 18-24 years old. Ten were sheltered and one was unsheltered.

2. 2023-24 Homeless Management Information System (HMIS)

- a. There were 158 unduplicated, unaccompanied youth under the age of 25 served between July 1, 2023 and June 24, 2024. Only one of these youth was a minor (under 18 years old). The most common age at enrollment was 19-20 years old.
- b. The day shelter was by far the project that served the most unaccompanied youth at 145 persons. The four services most used by youth at the day shelter were (in order): dinner, lunch, shower, and clothing closet.

3. 2023-24 McKinney-Vento

- a. For the 2023-24 academic year, data was compiled for homeless youth across Tehama County in grades 6-12th. In total, 393 homeless youth were counted.
- b. The four most common communities of residence for homeless youth were Corning, Red Bluff, Cottonwood, and Gerber. The latter is significant as Gerber's total population is only about 1,000 people.
- c. 73% of unaccompanied youth were in grades 10-12. This is 45 out of 62 unaccompanied youths.

4. 2024 Listening Sessions with Regional Youth Providers

- a. Tehama CoC conducted four listening sessions with regional youth providers across the North State in preparation for this RFQ. The providers highlighted the following key themes:
 - i. Youth who are unhoused may need varying levels of support. An assessment tool can help providers gauge the level of support needed.
 - ii. Unhoused families with youth may be doubled up or living on another family's property in a barn or tent. Older unaccompanied unhoused youth tend to find shelter via camping and couch-surfing.
 - iii. Substance use disorder (SUD) services are needed for youth with SUD or youth who have family members with SUD.
 - iv. School-based street outreach is a new and innovative way in the North State to reach unhoused youth.
 - v. Basic needs and housing with wraparound supportive services are key components for youth services. Youth value autonomy and choice in accessing services.
 - vi. Basic needs may include, but not be limited to, access to showers, laundry, mail, computers, clothing, hygiene kits, pet-friendly spaces and meals.

F. Funding

1. Funding Availability

Approximately \$363,000 in reimbursable grant funds to serve unhoused youth are available through this Request for Qualifications (RFQ). Funds may be used for permanent housing with services, interim housing with services, or supportive services only, as defined by the funding sources listed in Section F.2.

The table below provides details on this RFQ's funding sources and amounts.

Source	Amount	Expenditure Deadline
HHAP-1 (Tehama CoC)	\$15,685.00	June 30, 2025
HHAP-1 (Tehama County)	\$25,145.00	June 30, 2025
HHAP-2 (Tehama CoC)	\$20,000.00	June 30, 2026
HHAP-2 (Tehama County)	\$11,495.00	June 30, 2026
HHAP-3	\$83,336.00	June 30, 2026
HHAP-4	\$74,975.00	June 30, 2027
HHAP-5	\$85,656.00	June 30, 2028
HHIP (Anthem Blue Cross)	\$1,585.30	June 30, 2028
Tehama County Department of Education (TCDE)	\$45,122.70	June 30, 2028
<i>Total Funding Available Through This RFQ</i>	<i>\$363,000.00</i>	

2. Funding Sources

Awards made through this RFQ will be made up of funds that originate with one or more of the following programs:

- a. The Homeless Housing, Assistance and Prevention (HHAP) Program, Rounds 1-5, as administered by the California Interagency Council on Homelessness (Cal ICH) and the California Department of Housing and Community Development (HCD) pursuant to California Health and Safety Code §50216 -§50223, as awarded to and/or administered locally by Tehama CoC.
- b. The Housing and Homelessness Incentive program (HHIP), as administered by the California Department of Health Care Services through Medi-Cal Managed Care Plans, as awarded to and/or administered locally by Tehama CoC.
- c. Grant funds from the Tehama County Department of Education (TCDE) and as awarded to and/or administered locally by Tehama CoC.

Grantees will be responsible for complying with all state, federal, and local laws, rules and regulations associated with the program from which funds originate, including, but not limited to, the statutes referenced above. Originating sources of funds will be detailed in standard agreements for awards. Originating sources are subject to change at Tehama CoC's discretion and with notice in writing to grantees.

3. Administration

Funds will be administered on behalf of Tehama CoC by its designated Administrative Entity, The Vitality Project (TVP).

4. Expenditure Period(s)

The following table outlines the *cumulative* percentages and amounts of the award that must be expended by specific deadlines as required by funders.

Rounded up to the Nearest 1%		
Expenditure Deadline	Cumulative % of Award that must be Expended	Cumulative Amount of Award that must be Expended
June 30, 2025	12%	\$43,560.00
June 30, 2026	43%	\$156,090.00
June 30, 2027	64%	\$232,320.00
June 30, 2028	100%	\$363,000.00

5. Limitations

- a. Acceptance of a Statement of Qualifications (SOQ) submission does not imply an obligation on the part of Tehama CoC to award funds to a respondent in any amount.
- b. Submission of a SOQ does not imply an obligation on the part of a respondent to accept award of funds in any amount.

G. Eligibility

1. Eligible Respondents

Eligibility is limited to 501(c)(3) non-profit organizations or units of local government.

2. Minimum Qualifications

To be considered for selection, respondents must meet all of the following minimum qualifications:

- a. The SOQ is complete and is received by the deadline.
- b. The respondent is an Eligible Respondent, as described in Section G.1.
- c. The respondent is able to use funds to undertake Eligible Activities, as described in Section E.
- d. 501(c)(3) non-profit organizations must have an **active registration with the System for Awards Management (SAM)** to receive funding through this RFQ. This registration must be configured to be publicly searchable. Entities may obtain SAM registration by visiting www.sam.gov. Respondents who are unable to complete the SAM registration process

prior to the RFQ Submission Deadline must submit evidence that the process has been initiated by email to info@tehamacoc.org prior to the RPQ Submission Deadline in order to be eligible for consideration for funding. If awarded, the award will be contingent on successful completion of the SAM registration process.

- e. Respondents must demonstrate having the **fiscal capacity** to successfully and accurately manage multiple contracts, allocate funds and track expenses by fund.
- f. Respondents must have operated a housing or homelessness project or program in a **rural California community**. There is no single definition of “rural” so the Respondent may make a case as to why a particular California community is considered “rural.”

H. Ranked Priorities

After completing an analysis of available quantitative and qualitative data, Tehama CoC established the following ranked priorities for the eligible uses of funds. Funds must be used to establish or expand services that meet the needs of youth aged 12-24 experiencing homelessness as defined in Section D.

Eligible activities, listed in order of what is understood to be most needed for homeless youth in Tehama County, are as follows:

1. Permanent Housing with Services

- o Permanent housing with substantial wraparound supportive services available throughout the county region.
- o Examples: including but not limited to, master leased units, rapid rehousing, and unit set-asides at permanent supportive housing projects.

2. Interim Housing with Services

- o Interim housing with substantial wraparound supportive services available throughout the county region.
- o Examples: including but not limited to, non-congregate emergency shelter, motel/hotel vouchers, transitional housing, and unit set-asides at tiny home villages. Please note that congregate emergency shelter is excluded from this category.

3. Supportive Services Only

- o Ongoing case management, drop-in services, housing navigation, and supportive services available throughout the county region.
- o Examples: including but not limited to, day shelter/drop-in center, street/school-based outreach, and services coordination including education, employment, health, housing, legal documents, peer support, and transportation services.

I. Housing First and Low Barrier Services

To be considered for funding, projects must commit to providing housing and services that are Housing First compliant, as provided in Welfare and Institutions Code Section 8255, and delivered in a low barrier, trauma informed, and culturally responsive manner. Youth assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used.

1. Housing First

California Welfare and Institutions Code § 8255 defines “Housing First” as:

“...the evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Housing First providers offer services as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.”

According to the National Alliance to End Homelessness (NAEH),

“[Housing First] is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the understanding that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life.”

This strategy prioritizes successfully connecting youth experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. Participants in services at funded programs are to be moved into independent and permanent housing as quickly as is safe and appropriate, then offered additional supports and services designed to assist them retain permanent housing.

Additional details are available in Tehama CoC's [Housing First Policy](#), available at <https://www.tehamacoc.org/providerresources>.

2. Low Barrier Approach

Low barrier is an approach through which a minimal number of expectations are placed on persons who wish to participate in services. The aim of a low barrier approach, as it pertains to emergency shelter, supportive services, rental assistance or any other activity eligible under this RFQ is to have as few barriers and rules as possible to allow as many individuals as possible to access services by meeting them “where they’re at” rather than requiring that they

meet eligibility milestones, such as abstaining from substance use for a specific length of time prior to being eligible to receive services. This often means that people staying in low-barrier shelter or participating in other eligible services are not expected to abstain from using alcohol, forced to adhere to time limits, or other rules as a condition of continued participation. Low barrier service provision avoids screening people out of services, but rather uses assessment and case management to design personalized service plans for each participant, based on their unique needs and goals.

Dismissals (asking a client to leave or discontinuing their services) are to be a last resort only, and used only in cases in which a participant poses imminent danger to other participants or staff. In cases in which a dismissal is unavoidable, dismissals are not to be permanent, and every possible effort is to be made to assist the participant in identifying and accessing services that can meet their needs, including, but not limited to, providing, or coordinating transportation for the participant, if needed, to access such services.

J. Additional Requirements

1. Continuum of Care Participation

The Tehama County Continuum of Care is a collaborative of service providers and other stakeholders 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 Tehama CoC General Collaborative Committee meeting and to meetings of the Tehama County Housing and Homelessness Stakeholders' Collaborative (HHSC), which are currently held quarterly. Additionally, grantees will be expected to actively participate as a collaborative community partner in the local system for addressing homelessness, including participating in strategic planning activities and promoting activities relevant to carrying out the Tehama County 10-Year Plan to End Homelessness ("the plan") and subsequent updates made to the plan. Respondents are strongly encouraged to participate in other Tehama CoC activities as appropriate. Respondents can learn more about Tehama CoC at www.tehamacoc.org and review the plan at www.tehamacoc.org/plan.

2. Homeless Management Information System (HMIS)

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. Except where prohibited by law, all clients, programs and services supported through this RFQ funding 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. Under certain circumstances, and dependent on funding availability, Tehama CoC may be able to waive HMIS license fees for some or all grantees. In such cases, grantees will be notified by Tehama CoC and will be provided opportunities to adjust project budgets to re-allocate funds originally allocated to HMIS license fees.

All project staff accessing HMIS must successfully complete an annual 4-hour training coordinated by Tehama CoC.

Additional information about Tehama HMIS, including Tehama CoC's [HMIS Policies and Procedures](#) and standard forms, is available on Tehama CoC's website at <https://www.tehamacoc.org/providerresources>.

3. 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.

4. Inspections and Monitoring

Tehama CoC, through its Administrative Entity, will conduct monitoring of all funded projects at least annually and may conduct periodic inspection of programmatic and/or fiscal project records. The purpose of Inspections and Monitoring is to ensure programmatic and fiscal compliance. Grantees will be given opportunities to correct deficiencies identified through Inspections and/or Monitoring. Failure to adequately cure deficiencies may result in temporary denial of reimbursement, repayment of previous reimbursements, or termination of an agreement. All programmatic and fiscal documentation pertaining to expenditure of grant funds must be retained by grantees for no less than seven (7) years from the end of a grant period and must be made available to Tehama CoC, its Administrative Entity, and/or originating funders upon request.

K. Submission Requirements

1. Content

Please format the SOQ in 12-point font on 8.5" x 11" pages with 1" margins, organized as laid out below. The SOQ should be maximum 12 pages in length, not including attachments.

- a. *Cover Letter (max 1 page)* — Include the legal name and business address, as well as the contact name, title, phone number, and email address, for the entity submitting the SOQ. The letter should be signed by the principal or officer authorized to make commitments on behalf of the entity submitting the SOQ.

- b. *Organizational Experience and Qualifications (max 4 pages)* — Provide the following information for the entity submitting the SOQ:
- Mission, history, and number of years in operation
 - Location of office(s)
 - A sample of current projects/programs with funding sources and budgets
 - A brief description of experience with and approach to:
 - Working with homeless youth
 - Working in rural communities
 - Collaborating with partners
 - Community engagement
- c. *Staff Experience and Qualifications (max 3 pages, not including attachments)* – Provide the following information for the entity submitting the SOQ:
- Number of staff and organizational structure
 - A brief description of staff qualifications, roles, and responsibilities and identify who would be the primary point of contact for Tehama CoC
 - A brief description of staff experience with Housing First principles, low barrier approaches, trauma-informed care, and other evidenced-based models and practices
 - Include a full-page organizational chart in the SOQ Attachments section labeled “Attachment A: Organizational Chart”
 - Include resumes for current key staff in the SOQ Attachments section labeled “Attachment B: Resumes”
- d. *Proposed Use of Funds & Work Plan (max 3 pages)*
- Describe the project(s) the entity submitting the SOQ proposes to undertake using the \$363,000 in grant funds. Please reference the Ranked Priorities in Section H for the project types and examples:
 - 1) Permanent housing with services
 - 2) Interim housing with services
 - 3) Supportive services only
 - Include a work plan timeline with key staff roles, steps, and dates for the project, including any partnerships/collaborations
- e. *Sustainability (max 1 page)* – Tehama CoC is dedicated to partnering with the Youth Homelessness Provider to create a sustainable and ongoing youth system of care. Please indicate if the entity submitting the SOQ would accept the following roles:
- a. Lead role
 - i. Development and facilitation of a Youth Advisory Board
 - ii. Serve as a youth homelessness expert on community boards/committees
 - b. Support role
 - i. Collaboration with Tehama CoC to apply for ongoing youth homelessness funding sources such as the Youth Homelessness Demonstration Program (YHDP) and the Runaway and Homeless Youth Program (RHY)

- ii. Technical assistance to Tehama CoC to revise the Coordinated Entry System (CES) and Homelessness Management Information System (HMIS) to be youth friendly

2. Submission

SOQs must be submitted electronically by 4:59 PM PST on Thursday, September 19~~12~~, 2024 to info@tehamacoc.org with the subject line "Youth Homelessness Provider SOQ."

SOQs should be completed thoroughly and with the assumption that evaluators have no prior knowledge of the respondent or the proposed project, however, Tehama CoC reserves the right to request additional information from respondents, as requested by evaluators, to confirm or verify Minimum Qualifications and/or obtain clarification necessary to proposal evaluation.

L. Review and Selection Process

1. Evaluation

All SOQ that are submitted by the deadline and that meet the Minimum Requirements described in Section G.2 will be reviewed by the Tehama CoC Rating and Ranking Committee in accordance with the Evaluation Matrix.

2. Notifications

It is anticipated that respondents will be notified regarding the results of SOQ evaluations on or before Thursday, October 31, 2024. Virtual interviews with select respondents may be conducted by Tehama CoC and considered in the overall evaluation process.

3. Evaluation Matrix

All proposals that that meet the Minimum Qualifications described in Section G.2 will be rated based on the following criteria from Section K:

Criteria	Points
K.1.A: Detailed and complete cover letter	5
K.1.B: Experience working with homeless youth in rural California communities	10
K.1.B.: Entity's overall track record in housing, homelessness, and services, and capacity to operate the project(s)	30
K.1.C.: Experience and capacity of staff assigned to work on the project	25
K.1.D.: Feasibility of work plan and consideration of ranked priorities	20

K.1.E.: Commitment to long-term sustainability of a youth system of care	10
<i>Total Possible Points</i>	<i>100</i>

M. Terms and Conditions

1. Errors and Omissions in Request for Qualifications (RFQ)

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

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

2. Objections to RFQ Terms

Should an Applicant object on any ground to any provision or legal requirement set forth in this RFQ, the Applicant must, no less than 72 hours prior to the Submission Deadline, provide written notice to Tehama CoC 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.

3. Change Notices

Tehama CoC may modify the RFQ, prior to the Submission Deadline, by issuing Addenda to the RFQ, which will be posted at www.tehamacoc.org. The Applicant shall be responsible for ensuring that its SOQ reflects any and all Addenda issued by Tehama CoC prior to the Submission Deadline regardless of when the proposal is submitted. Therefore, Tehama CoC recommends that the Applicant consult the website frequently, including shortly before the Submission Deadline, to determine if the Applicant has downloaded all RFQ Addenda.

4. Revising a Statement of Qualifications

An Applicant may revise a SOQ on the Applicant's own initiative at any time before the Submission Deadline by submitting a complete updated SOQ in the same manner in which the original one was submitted. Revised SOQs must be submitted by the Submission Deadline and must bear the same Applicant Name as the originally submitted SOQ. In cases in which more than one SOQ is submitted bearing the same Applicant Name, Tehama CoC will disregard all but the most recently submitted one.

5. Financial Responsibility

Tehama CoC accepts no financial responsibility for any costs incurred by an entity in responding to this RFQ. Submissions of the RFQ will become the property of Tehama CoC and its Administrative Entity, The Vitality Project (TVP), and may be used by the Tehama CoC and/or TVP in any way deemed appropriate.