



REQUEST FOR PROPOSALS – ROUND ONE

CITY OF TUCSON

COLLABORATIVE SERVICE PROVIDER PARTNERSHIP

REFERRAL-BASED LIMITED HOMELESS PREFERENCE PROGRAM

HOMELESS PREFERENCE PROGRAM

Voucher and Public Housing Programs

ROUND ONE (Fiscal Year 2015 - 2016)

Program Description

To support the implementation of the City of Tucson/Pima County Public Housing Plan and the 25 Cities Initiative, the City of Tucson Public Housing Authority (COT PHA) will provide a waiting list preference for up to 10% of its public housing units and general Housing Choice Voucher allocation for homeless individuals and families referred through a Service Provider Partnership as described herein.

Description of Request for Proposals

The City of Tucson Public Housing Authority is requesting proposals from providers who have experience with and are currently funded to provide case management and transitional housing for homeless individuals/families. The service provider will describe outreach efforts that seek out homeless individuals in the Tucson Metropolitan Area that meet the HUD definition of Homeless as follows:

- People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided if they were in shelter or a place not meant for human habitation before entering the institution. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided for up to 90

days (it was previously 30 days), and were homeless immediately prior to entering that institution.

- People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing. HUD had previously allowed people who were being displaced within 7 days to be considered homeless. The regulation also describes specific documentation requirements for this category.
- Families with children or unaccompanied youth who are unstably housed and likely to continue in that state. This is a new category of homelessness, and it applies to families with children or unaccompanied youth (up to age 24) who have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
- People who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening situations related to violence; have no other residence; and lack the resources or support networks to obtain other permanent housing. This category is similar to the current practice regarding people who are fleeing domestic violence

Additionally, the service provider shall provide support services to ensure that individuals can successfully retain permanent housing.

For Round One, the City of Tucson is seeking to partner with service provider(s) to provide preference referrals and services for the following:

- Homeless elderly and/or disabled veterans to occupy 20 studio Public Housing apartments at the Tucson House located at 1401 N. Oracle Rd.
- Homeless individuals or families for at least ten (10) but no more than fifty (50) Housing Choice Vouchers to lease up in the private rental market.

Eligible Agencies

- Must be a 501(c)(3), 501(c)(4), governmental entity, or faith-based organization, at time of application.
- The agency has the following insurance provisions, notices and certificates and upon request shall furnish certificates evidencing the existence of the following:
 - Worker's Compensation Certificate
 - Wage and Hour Notice
 - Unemployment Liability (if applicable)
 - Director and Officer's Liability is encouraged. Board members are to be informed of liability.
 - Property/Casualty for agency-owned property.

- Must comply with the City's non-discrimination policy.
- Must have the capacity to comply with applicable laws and regulations associated with funding, including, but not limited to: fiscal management systems and reporting, subcontracting, licensing, and staff with appropriate credentials.
- Must confirm a three year history of applicable service delivery within the Tucson city limits.

Service Provider Assistance Priorities:

- The Service Provider shall conduct all outreach efforts within the Tucson Metropolitan Area. Homeless services and homeless prevention services will be provided to individuals that are found to be homeless within the City of Tucson. Information collected from homeless veterans or individuals/families must include verification of homeless status, including documentation of the evidence relied upon at the intake interview prior to referral to the COT PHA. At the time of admission into the program, elderly/disabled homeless individuals/families shall meet all criteria to be determined eligible.
- The service provider will conduct a thorough needs assessment for all potential clients to determine possible support services required including, but not limited to, housing stability case management, mediation, legal services, credit repair, transitional housing and pursuit of permanent housing and placement.
- Clients will contact their case manager at least once a month while participating in the program to determine if appropriate support services are necessary and can be provided. Such services can include educational opportunities, medical treatment, mental health services essential for independent living and mainstream benefits.
- All clients shall be provided with case management services to determine appropriate support services or referrals are provided to the client to enable them to be successful in transitioning to permanent housing. These services can include referring a client to the transitional housing section of the PHA, and tenant obligations required by COT PHA.
- The service provider shall coordinate eligibility and recertification activities for their Homeless Preference Program clients.
- The COT PHA will accept referrals of eligible clients in accordance with approved guidelines established by the service provider and the COT PHA

- The service provider must provide accurate information that describes the Referral-Based Limited Homeless Preference Program to eligible clients.
- Appropriate staff working for the service provider shall attend all meetings related to the Homeless Preference Program with the COT PHA and shall attend all related training opportunities.
- The service provider will submit a quarterly report to the COT PHA documenting referrals to the program and supportive contacts made within 15 days of the end of each quarter.
- The service provider will comply with any request from the City of Tucson, HUD and/or the Office of Inspector General to provide written documentation/reports in addition to the quarterly reports for any monitoring audits that may be required to ensure program compliance.
- The service provider will permit on-site monitoring audits by the COT PHA to ensure program compliance on an annual basis.
- The service provider will make available HMIS documentation to support all reporting provided to the PHA.

Resources

As part of the first phase of the program, the COT PHA will allocate rental subsidies for up to fifty (50) Housing Choice Vouchers to qualified homeless individuals and/or families that are referred to the COT PHA by the service provider. The COT PHA will also designate up to twenty (20) public housing units for qualified elderly and/or disabled homeless veterans. The contract may be amended to increase the number of vouchers and public housing units allocated under the contract, not to exceed 10 percent of the portfolio as authorized in the Public Housing Authority Plan.

The COT PCD may provide fiscal year 2015 General Fund Human Services funding for on-site, long-term, individual case management or other goods and services to increase the chances of success for each veteran to retain permanent housing. The service provider must apply for funding or collaborate with other agencies to provide furnishings, household goods and cleaning supplies for each public housing unit. Funding may be extended at the discretion of COT PCD based on future budget allocations.

City of Tucson Public Housing Authority Services:

- Provide on-site office space for case management services at 25% of the current market rate rental cost at Tucson House.
- Process all referrals and applications in accordance with HUD guidelines.
- Provide training to service provider staff and notification to same of any changes in regulations, policy, rules, or key personnel for the Homeless Preference Program.
- Provide all necessary documents to enroll clients in the program.
- Provide a minimum of 30 days' notice if, at any time, a change is made in the number of eligible clients who may be referred to COT PHA to receive rental assistance.
- Monitor the service provider's performance, including supportive documentation to ensure program compliance.
- Administer the Homeless Preference Program using existing allocations of vouchers made available through HUD funding. As the number of vouchers is dependent upon federal funding, the number of vouchers available will not be a fixed amount. COT PHA may increase or decrease the number of available vouchers accordingly.
- Conduct inspections of all units as required by HUD regulations to ensure compliance with housing quality standards prior to occupancy of the unit.

Application

A technical assistance and information meeting will be held on October 27, 2014 in the Rillito Conference Room located at 320 N. Commerce Park Loop at 2:00 PM. Applicants are strongly encouraged to attend.

How to Apply:

This Request for Proposals includes project overview and application instructions. Signed applications must be received no later than 5:00 PM on November 13, 2014 at the following location:

City of Tucson, Housing and Community Development Department

310 N. Commerce Park Loop - Santa Rita Building, 1st floor Tucson, Arizona 85745

Or by email to Teresa.Williams@tucsonaz.gov

Service Provider Selection Process

Housing and Community Development Department will use the following criteria to evaluate the applicant's ability to adequately address the following:

- Agency must provide documentation of a minimum of 3 years of providing outreach and housing services to homeless individuals and families;
- Verification of current funding for initial case management, including housing stability case management, mediation, legal services, credit repair, and transitional housing;
- Provide information regarding the possible leveraging of other resources; and
- State specific performance outcomes including a history of transitioning eligible homeless individuals and families into long term permanent housing.

Project Proposal Instructions:

The narrative portion of project proposal shall include the following information:

1. The agency must provide documentation of a minimum three year history of applicable or comparable service delivery;
2. Demonstrate that the service provider's clients have been contacted while being homeless in the City of Tucson;
3. Provide documentation that the leveraging of other resources has been explored;
4. Provide details regarding the approach and cost effectiveness of the project; and
5. Identify, require and demonstrate specific performance outcomes.

Please do not include client testimonials or letters of recommendation.

The project budget should itemize the total cost of the project, including funds requested in the proposal for permanent housing up-front costs; the estimated project funding sources; cash resources including donations, grants, contracts and awards; non-cash resources including volunteers, in-kind contributions, foods supplies and service donations. Non-professional volunteers are to be valued at the fair market value for the work performed. Professional volunteers' hourly value is to be determined by the agency and justified in the written narrative.

Evaluation Criteria

Review Committee:

A committee with expertise in human services and community issues will review and evaluate proposals. Approved projects will receive an allocation through a contractual agreement with the City of Tucson. Contracts/funding will begin **when the contracts are assigned no sooner than January 1, 2015.**

Project Selection Process:

Recommendations for funding will be posted on the COT HCD website on December 5, 2014 and presented to the Mayor and Council for review and approval on December 16, 2014. The review committee will use the following evaluation criteria to rate proposals. Proposals will be evaluated on the applicant's ability to adequately address the following:

Proposal meets outlined priorities: (20 pts)

1. Program will create housing opportunities for homeless individuals or families.
2. Program identifies the required specific performance outcomes including a history of successfully transitioning eligible homeless individuals and families into long term permanent housing.
3. Ability to demonstrate that the agency's clients meet the HUD definition of homeless.

Agency has experience and capacity to provide services: (15 pts)

1. The agency has a track record (minimum of three years) of successful service to homeless individuals and families.
2. Demonstrate that the agency's clients have been found primarily within Tucson City limits
3. Demonstration of the agency's organizational skills, experience and resources necessary to implement and manage the project including listing of staff roles, responsibilities, education and experience.
4. Agency is currently participating in HMIS and provides effective data and reports.
5. Agency describes and shows collaboration with other homeless service providers.

Budget is reasonable and cost effective: (10 pts)

1. Costs proposed are eligible and clearly justified.
2. The agency has shown the ability to maximize other funding resources, especially leveraging to supplement funding received from the City of Tucson.

3. The agency has provided verification of current funding for initial case management, including housing stability case management, mediation, legal services, credit repair, and transitional housing

Agency has adequate fiscal controls: (5 pts)

1. Based on their internal control procedures and history of administering grants, agency can demonstrate their ability to efficiently administer awarded funds.

Audit and Inspection of Records:

The COT PHA will provide a minimum of 48 hours' notice for access to units during regular business hours. The service provider shall provide COT PHA staff access to all records and facilities necessary to examine, audit, inspect, photocopy or transcribe the service provider's records relative to work performed based on the agreement with the City. Accounting and financial records shall be maintained in accordance with generally accepted accounting principles and all records shall be maintained and access shall be provided to the COT PHA during the entire term of the agreement and for an additional three (3) years after final payment by the COT PHA.