



REQUEST FOR PROPOSALS (RFP) #1602-166
Short and Long-Term Housing Access for AB 109 Program

The Contra Costa County Administrator's Office is pleased to announce, on behalf of the Board of Supervisors, the availability of up to \$1,180,000 on an annual basis for "Short and Long-Term Housing Access" to be provided to formerly incarcerated individuals for the period July 1, 2016 through June 30, 2019. Of this amount, \$150,000 is specifically designated to serve clients in the Central-East Reentry Network.

This RFP is a process by which the County solicits proposals of qualified bidders that may be selected to enter into a contract with the County.

Please read this entire packet carefully.

Interested parties are required to attend a

MANDATORY Bidders Conference

At any of the following dates/times/locations:

March 7 from 9:00 to 11:00 a.m. in the Pittsburg City Council Chambers, 65 Civic Ave., Pittsburg

March 8 from 10:00 a.m. to noon in the Zoning Administrator Room, 30 Muir Rd., Martinez

March 9 from 2:30 p.m. to 4:30 p.m. in the Richmond City Council Chambers, 440 Civic Center Plaza, Richmond

Attendance at this mandatory Bidders Conference is a requirement for submitting a proposal. The Bidders Conference is an opportunity to ask questions about the RFP and to receive technical assistance.

**Final proposals will be due at 651 Pine Street, 10th floor, Martinez CA 94553
by 5:00 p.m. on Friday, April 1, 2016.**

Written questions about the RFP can be submitted to lara.delaney@cao.cccounty.us by

5:00 p.m. on March 14, 2016.

Questions received after the Bidders Conference will be answered and made available at <http://www.co.contra-costa.ca.us/index.aspx?NID=2366>.

Thank you in advance for your efforts in preparing your response.



TABLE OF CONTENTS

	Page No.
RFP Timeline	3
Project Description	5
RFP Requirements and Instructions for Bidders	16
Proposal Preparation Instructions	20
<i>Program Narrative</i>	21
<i>Program Budget Information</i>	24
Proposal Review and Selection	27
Rating Sheet	29
Bidders Conference RSVP Form	31
Forms 1-4 (to be completed by all bidders)	33-40
Required Attachments and Respondent Checklist ~ Attachment A	42
County Contract Requirements and General Contract Conditions ~ Attachment B	45



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SHORT AND LONG-TERM HOUSING ACCESS FOR AB 109 PROGRAM

Project Description

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26-35	32%	37%	34%
36-45	32%	31%	31%
46-55	21%	19%	20%
56-65	6%	6%	6%
66+	0.8%	0.4%	0.7%
Race/Ethnicity			
White	34%	44%	38%
Black	44%	34%	40%
Hispanic	19%	19%	19%
Asian	0.8%	1.1%	1%
Pacific Islander	NA	0.3%	0.1%
Filipino	0.8%	0.6%	0.7%
Samoan	0.2%	0.1%	0.2%
Native American	0.1%	NA	0.1%
Other	0.2%	NA	0.1%
Unknown	0.7%	1.1%	0.9%

VI. Funding

Up to \$1,180,000 (one million one hundred-eighty thousand dollars) is recommended in the AB 109 Public Safety Realignment Budget to fund the provision of Short and Long-Term Housing Access on an annual basis, and the contract period is from July 1, 2016 through June 30, 2019. The Contra Costa County Administrator's Office (CAO) will administer these funds. The contract(s) resulting from this RFP may potentially be renewable at the sole discretion the Board of Supervisors.

\$1,030,000 of the funding shall be allocated to housing services provided in each subregion of the county based on the most recent data on the location of currently supervised AB 109 clients: West County \$309,000; Central County \$309,000; and East County \$412,000. \$150,000 of the funding shall be allocated specifically to serve clients in the Central and East County Reentry Network.

Agencies may submit proposals individually, or may collaborate and work together to provide services in one or more geographic areas of the county. Respondents may submit a proposal to deliver services in one region of the County or in more than one region, depending on their experience and expertise. If applying collaboratively, only one agency may serve as the lead and will be expected to coordinate all fiscal and administrative duties as needed to meet the contractual obligations. This RFP may result in a single award or multiple awards.

VII. Purpose, Services, and Outcomes



A. Purpose:

“Reentry” is not a specific program, but rather a process that starts when an individual is initially incarcerated and ends when the person has been successfully reintegrated in his or her community as a law-abiding citizen. The reentry process includes the delivery of a variety of research- and evidence-based program services in both pre- and post-release settings, designed to ensure that the transition from prison or jail to the community is safe and successful. Short and long-term housing access and housing support, in general, can be a significant element of a successful reentry strategy.

While incarcerated, most individuals plan to move in with family members to provide a stable living situation upon release. However, formerly incarcerated individuals are often barred from joining a stable family living situation because they cannot be added to the lease or housing agreement. Many of these individuals experience rejection from families and friends, refusal by private landlords, and intensive screening (and eviction) from public housing. Despite the numerous challenges, new reentry housing programs are emerging. Yet even within the ones that currently exist, there are numerous differences reflecting the multiple factors to consider in designing such a program. Simply deciding whom the facility will serve can be quite challenging.

The history of low-income and special needs housing in the United States has traditionally been one of concentrating large numbers of units in a small number of disadvantaged communities. This approach is no longer considered viable and has been supplanted by a scattered site model supporting low density, low profile developments. Centralized facilities may be easier to operate and supervise, but are both highly visible and difficult to finance and develop. However, it can be more difficult to provide services, supervision and structure to a more dispersed population.

Determining what type of reentry housing to provide is another factor to consider, as many of these programs operate with varying levels of structure and flexibility. Emergency housing is for individuals who have no place to go upon their release and is mostly provided by an overburdened shelter system. Transitional housing, also called “phased permanent,” or “interim” housing, provides short-term residence and treatment services. Permanent housing teaches complete self-sufficiency and provides a permanent supportive environment for those who need lifelong care. Some reentry housing models have successfully incorporated more than one type of housing within the same facility or program.

In 2011, The Pacific Institute’s Safe Return Team, comprised of formerly incarcerated County residents, completed a survey of recently-released, adult Richmond area residents to assess service needs. 78% of respondents were unemployed, more than four times the overall Richmond unemployment rate and six times the California unemployment rate; 70% were technically homeless, staying with family or friends, short-term shelters or halfway houses; and more than half received no pre-release services or information about community reintegration resources. These findings illustrate the need for the housing support, pre-release case management, and vocational services.



The Safe Return report also found that the most common challenge recently released individuals face in accessing housing is financial: six out of ten could not afford the cost of entry into permanent housing (deposit and first and last month's rent) or to pay market rate rent in the community. In addition, many do not have sufficient credit history to meet private landlord screening. Increases in rent and in the use of tenant screening protocols have only exacerbated the problems faced by formerly incarcerated individuals seeking housing in the County.

B. Services and Desired Outcomes:

Housing assistance/support services includes services that assist an individual to secure short-term or intermediate-term transitional housing, leading ultimately to long-term permanent housing. These services can include conducting a personalized needs assessment and developing a plan with the client to work through housing barriers, including developing a "tenant resume." They can also include referring clients to additional services to address credit or budget issues, or services to address other barriers to maintaining stable housing. Other services may include providing clients with education regarding tenant rights and responsibilities.

Housing access can include facilitating access to low-cost and/or subsidized housing options including sober living environment (SLE) and other transitional housing; working with a local housing authority to foster access to public subsidies and remove potential barriers; and addressing legal barriers to accessing housing. This may take the form of short-term emergency shelter, intermediate term (2-6 month) fully or partially subsidized housing and/or move-in assistance, and assistance with long-term affordable housing.

SLE housing are safe, clean, sober, residential environments that promote individual recovery through positive peer group interactions among house members and staff. Sober living housing is affordable, alcohol and drug-free and allows the house members or residents to continue to develop their individual recovery plans and to become self-supporting. The SLE must co-exist in a respectful, lawful, non-threatening manner within residential communities in Contra Costa County. Currently SLE's are not required nor are they able to be licensed by the State of California. They are, however, subject to landlord/tenant laws in California and zoning and other requirements of their local jurisdiction.

Supportive housing programs might be transitional or permanent, generally geared toward those with histories of mental illnesses, physical illnesses, substance abuse disorders, or chronic homelessness/residential instability. In addition to the affordable housing unit, supportive housing services typically include coordinated case management, health and mental health services, substance abuse treatment, vocational and employment services, tenant advocacy, and life skills training. In general, supportive housing is appropriate for individuals who have a high need for these supportive services, who generally do not have strong work histories or the ability to work due to physical and/or mental health issues, substance abuse histories, or other disabilities.

Central-East Reentry Network Services: Responders to the availability of the \$150,000 for Central-East housing services should provide housing access by means of SLEs or supportive



housing, with on-site supervision, specifically in locations throughout the Central and East regions of the county.

Short and Long-Term Housing Access services may include:

- The provision of short-term emergency shelter;
- The provision of intermediate-term fully or partially subsidized housing;
- Master leasing to provide sub-leases;
- Identifying local housing resources and gaps (low-cost private market housing and subsidized housing);
- Case managers to navigate access to existing, low-income and subsidized housing;
- Identifying landlords willing to provide housing to individuals with criminal records;
- Coordinating shared housing among multiple tenants;
- Assistance with rental agreements and application forms;
- Credit counseling and credit repair services;
- Education and advice on the rights/responsibilities of tenancy;
- Assistance with security and utility deposits.



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Proposal Preparation Instructions

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SECTION II—PROGRAM NARRATIVE

II.1 Agency Overview (1-2 pages for each agency)

(Submit an agency overview for each party in a collaborative.)

- A. State your agency's mission and its overall service philosophy.
- B. Describe briefly:
 - 1. Your agency's primary program services;
 - 2. Agency's years in operation and number of years providing services described in this RFP;
 - 3. Agency's experience and capabilities as they relate to the scope of services described in this RFP;
 - 4. Current service population(s): number of clients, demographic and geographic information;
 - 5. Staffing pattern (size, composition, education level);
 - 6. Location of administrative and program office(s);
 - 7. History of collaboration with other service providers;
 - 8. Other partner agencies involved in provision of services.

II.2 Program Proposal (8 pages or fewer)

- A. Describe the program of service delivery for which AB 109 funds are requested. For each program, address the following, and specifically identify the **incorporation of evidence-based practices** in your program:
 - 1. Program Design, Methodology & Goals
 - a. What are the goals of the program?
 - b. What is the approach employed by the program to meet the goals? Provide a detailed description of the program model including any tailoring of the program to meet the needs of the individual receiving services. *Include criteria describing client eligibility for residence, as applicable.*
 - c. Who is the target population for your program? *Provide details on demographics of the target population, including number of clients to be served, gender, and geographic location.*



- d. What specific services will be provided to this population and who will provide the services?
- e. Where and how will the services be offered? *Indicate the specific locations of proposed housing site(s); proximity of housing site(s) to public transportation; the zoning of the proposed housing site(s); and duration, dosage, and frequency of housing related activities and services.*
- f. Demonstrate your organization's knowledge of and commitment to implement evidence-based practices related to successful programmatic engagement and recidivism reduction strategies, including the appropriate use of Risk-Needs-Responsivity principles. Where your services are research-informed, describe why such practices are promising and likely to produce the desired outcomes and impact with the target population.

2. Program evaluation – outcomes

Describe in specific detail how you will determine the success of the program and the quality of the services provided.

- a. How will service delivery be monitored and evaluated?
- b. What data will you collect and report?
- c. How will you use that data for program improvement?
- d. What are your program outcome measures and how will you track them? *Discuss specific outcomes that measure the impact or results for each service component.*

3. Collaboration and Coordination

- a. Indicate how this program will interface with the Reentry Network and the Reentry Success Center, and other public and private agencies serving the same target populations or providing related services.
- b. Articulate strategic partnerships with a range of reentry service providers, so that clients have efficient access to relevant treatment, financial literacy/money management, mental health, education, employment and other personal development opportunities in addition to sober, safe and dignified housing.
- c. If this proposal is a collaborative effort, describe the primary activities and responsibilities of each collaborator. Indicate how resources will be shared, how funds will be leveraged and blended, and how service duplication will be avoided.



- d. Describe your knowledge of and experience collaborating and/or making/receiving referrals with community-based service partners, such as community-based organizations, County departments, criminal justice systems and other relevant agencies/organizations.

Please include memorandums of support and/or memorandums of understanding.

4. If proposing to provide SLE housing or supportive housing, describe your experience in the operation of an SLE or supportive housing site.
 - a. Include an overview of your housing services such as how long the house has been in operation;
 - b. Include history of providing such services to the target population;
 - c. Include the level of on-site management;
 - d. Include any existing contractual agreements with other governmental agencies.
 - e. Provide a copy of your *Policies & Procedures Manual* which should establish the rules, regulations, expectations, governance and grievance procedures of the house.

II.3 Program Implementation and Oversight (4 pages or fewer)

1. Describe the process goals and timeline for implementation of the service plan. *Process goals describe the action-steps that the agency or collaborative will take in order to implement the service plan. If the proposal is a collaborative effort, describe each agency's specific responsibilities and timelines, and the respective primary roles of staff in each agency in completing the action-steps.*
2. Describe how you will ensure the fidelity of your program to evidence-based practices.
3. Describe how you will maintain a "Good Neighbor Policy" with the direct neighbors of any proposed housing site.
4. Submit a staffing plan for all staff working directly or indirectly in this program, including: staff name and job title; time allocated to program; duties/activities; language/cultural competence. *Describe briefly how the staffing plan meets the needs of the program. Clearly indicate positions you will need to hire.*
5. Submit job descriptions and resumes of Executive Director and key program staff.



RATING SHEET

Program elements will be weighted as follows with a maximum score of 100:

Program Elements and Possible Score

- I. Proposal Cover Statement - *required but not weighted*
- II.1. Agency Overview
1. Organization's overall services/history (3 pts.)
 2. Administrative and program offices are locally based (3 pts.)
 3. Demonstrated history of collaboration to deliver services (2 pts.)
- 0-8
- II.2. Program Proposal
1. Program design/methodology and **use of EBP and RNR** (20 pts.)
 2. Program evaluation/outcomes (15 pts.)
 3. Collaboration with other organizations/Coordination (5 pts.)
- 0-40
- II.3. Program Implementation and Oversight
1. Action-steps and timeline for implementation, including primary roles and responsibilities, and ensuring fidelity to an evidence-based model (8pts.)
 2. Program staffing (FTEs, responsibilities, experience) and management (5pts.)
 3. Knowledge & use of local resources, inclusion of local residents in program planning, implementation and evaluation (2 pts.)
- 0-15
- II.4. Bidder's Experience
Bidder's current or past experience and demonstrated ability of applicant to deliver services to the targeted communities as specified.
- 0-12
- II.5. Cultural Competency
Cultural sensitivity of program and relevance of services to diverse client populations, including gender specific services and delivery of services in the clients' primary language.
- 0-10
- III.1. Fiscal Management Information
- 0-5
- III.2. Program Budget/Narrative
Program budget detailing the cost for program administration, salaries, benefits and operation.
- 0-10

Total 100 pts.



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SHORT AND LONG-TERM HOUSING ACCESS FOR AB 109 PROGRAM

Attachment A

Required Attachments and Respondent Checklist

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REQUIRED ATTACHMENTS & RESPONDENT CHECKLIST

Each respondent must submit a proposal in the following order with documents as described (unless otherwise noted). Duplicate enclosed forms as necessary.

- ☐ **A. Proposal Cover Statement (Form #1)** attached as cover to each proposal
- ☐ **B. Table of Contents**
- ☐ **C. Program Narrative**
- ☐ **D. Program Budget Information**
- ☐ **E. List of Agency Board of Directors (Form #2)**
- ☐ **F. Agency Organizational Chart** indicating how proposed project relates with other agency projects and programs.
- ☐ **G. Job Descriptions and Resumes** of Executive Director and key program staff
- ☐ **H. Bidder's Statement of Qualifications (Form #3)**, completed and signed by Agency Executive Director and President of Agency Board of Directors. *(Form #3 with original signatures must accompany original proposal.)*
- ☐ **I. Bidder's Contracts and Grants (Form #4)**, completed and signed by the Agency Executive Director and the President of the Board of Directors. *(Form #4 with original signatures must accompany original proposal.)*
- ☐ **J. Fiscal Attachments** *(If submitting additional proposals, no need to re-submit.)*
 - Non-profit proposers must provide a copy of:
 1. A recent audit (within 12 months) or audited financial statement attached to the original copy of the proposal. *If the organization has never had such an audit, please submit the most recent unaudited financial statements, a brief statement of reasons for not ever having conducted an independent audit, and a certification from the Chair of the Board of Directors, Executive Director, and the agency accountant that the information accurately reflects the agency's current financial status. Also submit:*
 2. Current agency-wide Budget
 3. Balance Sheet
 4. Profit and Loss Statement
 5. Manual of Fiscal Procedures and Policies, *if available*
 6. Current Board of Directors' Bylaws
 7. Roster of the organization's Board of Directors including the directors' names, titles, phone numbers, and email addresses.
 8. 501(c) 3 Letter.

For profit proposers must provide a copy of:

1. A recent audit (within 12 months) or audited financial statement attached to the original copy of the proposal. *If the company has never had such an audit, please submit the most recent unaudited financial statements, a brief statement of reasons*



for not ever having conducted an independent audit, and a certification from the Chair of the Board of Directors, C.E.O., and the company accountant that the information accurately reflects the company's current financial status. Also submit:

2. Most recent company Annual Report
3. Current company Budget
4. Balance Sheet
5. Profit and Loss Statement
6. Manual of fiscal procedures and policies, *if available*
7. Current Board of Directors' Bylaws

☐ **K. Agency Brochure** (as available) (*If submitting additional proposals, no need to re-submit.*)

☐ **L. City of Antioch Compliance:** *Note:* Contractors seeking to provide services located in the City of Antioch must demonstrate compliance with Ordinance No. 2066-C-S amending Section 9-5.203 and adding Section 9-5.3836 to the Antioch Municipal Code, including providing proof of a valid use permit issued by the City of Antioch.