REQUEST FOR PROPOSALS TCP 2-2021

"Youth Homelessness Demonstration Project Youth Rapid Rehousing (Youth YHDP RRH) OR Youth Joint Transitional Housing - Rapid Rehousing (Youth Joint TH-RRH)"

Date Issued: January 11, 2021

Closing Date: February 22, 2021
Closing Time: 2:00 p.m.

Bidders Conference:
February 1, 2021
2:00pm
You will be sent a link after registration. See section A.5. Pre-Application Meeting.

TCP Contacts:
Lisa Sibblies
Jenn Miné
rfp@community-partnership.org

INTRODUCTION

At the beginning of FY20, The Community Partnership for the Prevention of Homelessness (TCP) was awarded $4.28 million for the Youth Homelessness Demonstration Program (YHDP) from the U.S. Department of Housing and Urban Development (HUD). In October 2019, TCP, the DC Interagency Council on Homelessness, and the DC Department of Human Services launched the YHDP Community Workgroup, consisting of over 25 community and government partners, to help guide the District's YHDP implementation. Since its launch, the YHDP Community Workgroup has convened over 40 community meetings and has provided intensive input on the development of the Coordinated Community Plan and YHDP project selection.

The DC Supporting Hopeful Youth (DC SHY) Youth Action Board, also supported the implementation of the YHDP and have been crucial in developing this Request for Proposals. The DC SHY consists of 10 young people, ages 18 to 24, who live in DC, have experienced or previously experienced homelessness, and who have an interest in ensuring youth voice leads DCs work to prevent and end youth homelessness. The DC SHY is essential to YHDP implementation and long-term success of a community driven process to prevent and end homelessness among young people

The YHDP Community Workgroup and the DC SHY identified the need for a site-based Youth PSH program to fill gaps in services available in the youth system. The YHDP is a demonstration, and as such, innovative and unique proposals are prioritized.

TCP is seeking proposals from which it may award one subgrant for the provision of Youth Homelessness Demonstration Project Rapid Rehousing (YHDP RRH) to unaccompanied transition-aged-youth. YHDP RRH is a specialized age- and service-appropriate version of RRH for youth. For the purposes of this solicitation, transition-aged-youth (TAY) is defined as a person who is aged 18 to 24 years at the time of program entry.

Funding under this solicitation will include leasing dollars and supportive services dollars to house unaccompanied TAYs with complex needs. Participants will be housed in scattered-site apartment units, where they will hold leases in their own names, in the District of Columbia.

SECTION A: GENERAL DESCRIPTION

A.1. Funding Source and Funding Available

A.1.a. Funding Source:
The funding source is the HUD CoC Program. Up to two programs will be funded.

A.1.b. Funding Available:
Not to exceed Two Million and 00/100 Dollars ($2,000,000.00) is available under this solicitation.

A.2. <u>Funding Duration and Match Requirement</u>
A.2.a. Funding Duration:
HUD will execute a 24-month grant agreement with TCP, and TCP will execute a 24-month subgrant agreement with the successful bidder. After the initial grant period, funds will be eligible for renewal annually through the HUD CoC Program funding competition.

TCP is not responsible for any acts or costs incurred by or on behalf of bidders prior to the full execution of a subcontract.

A.2.b. Match Requirement:
Match is actual cash or in-kind resources contributed to the grant. All costs paid with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. All grant funds must be matched with an amount no less than 25% of the awarded grant amount with cash or in-kind resources. Match resources may be from public (where not statutorily prohibited by the funding agency from being used as a match) or private resources.

According to section 578.73 of the CoC Program Interim Rule, in CoCs where there is more than one recipient, the recipient or subrecipent must provide match on a grant-by-grant basis. Meaning the successful bidder will be fully responsible for meeting the minimum match requirement.

Bidders must include written verification of the match and leverage amounts and sources with a cover letter on provider letterhead signed by the executive director.

A.3. <u>Minimum Requirements</u>
All proposals must address and/or comply with the following minimum requirements. In order to secure the best value and/or to ensure the highest quality services funded, TCP reserves the right to waive or renegotiate any requirements.

A.3.a. Population:
TCP seeks to implement RRH OR Joint TH-RRH for unaccompanied, TAYs who are experiencing homelessness in the District of Columbia.

TCP will accept proposals from bidders who seek to establish programming for a subpopulation within the broader population of TAYs. However, the resources available under this solicitation are finite and intended to make services available to the greatest number of TAYs, without sacrificing the quality of services. Therefore, bidders proposing to serve a subpopulation of TAYs must provide factual evidence that the supports the need for specialized programming for that subpopulation.

A.3.b. Program Type:
RRH is a permanent housing intervention intended to rapidly connect households experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. RRH programs assist households to solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and connecting them to community resources that enable them to achieve long-term housing stability.

A Joint TH - RRH project is a project type that includes two existing program components– Transitional Housing and Rapid Rehousing –in a single project to serve unaccompanied youth experiencing homelessness. The Transitional Housing component may either be a site-based TH model or a scattered-site TH model.

A.3.c. Program Capacity:
Bidders must provide expected program capacity for either Youth RRH or Youth Joint TH-RRH.

A.3.d. Site-Based versus Scattered-Site Programing:
If a Bidder is applying for Youth RRH: Youth RRH Program participants must live in units of permanent housing where they hold leases in their own names and where they are entitled to remain, under the terms of their lease agreements, after rental assistance and supportive services end.

If a Bidder is applying for Youth Joint TH-RRH: The Transitional Housing component of the Youth Joint TH-RRH model may either be site-based or scattered-site; however, once a youth transitions to the RRH component of Youth Joint TH-RRH, participants must live in units of permanent housing where they hold leases in their own names and where they are entitled to remain, under the terms of their lease agreements, after rental assistance and supportive services end.

A.3.e. Budget Categories:
The grant includes funding to pay supportive services, operations, leasing, and rental assistance. The subaward to the successful bidder will include the rental assistance portion of the budget. Therefore, the successful bidder will be fully responsible for making rental payments. Rental assistance is calculated using the Fair Market Rent (FMR) standard. If the successful bidder is operating a transitional housing program with these funds, Bidder must use leasing dollars, and for the RRH program Bidder must use rental assistance. If Bidder is applying to do both transitional housing and RRH programs, the successful Bidder must use leasing dollars for transitional housing and rental assistance for RRH. Leasing assistance and rental assistance can be used to pay security deposits, first months rent, and ongoing rental payments.

A.3.e.1 CoC Program Interim Rule Amendment to § 578.51(c): Increasing Mobility Options for Homeless Individuals and Families With Tenant-Based Rental Assistance:
The CoC Program Interim Rule Amendment to § 578.51(c) amends the CoC Program interim rule allowing individuals and families to choose housing outside of a CoC's geographic area, subject to certain conditions, and to retain the tenant-based rental assistance under the CoC program. In addition to allowing individuals and families to choose housing outside of the CoC's geographic area, this amendment exempts recipients and subrecipients from compliance with all non-statutory regulations when a program participant moves to flee domestic violence, dating violence, sexual assault, or stalking. This relaxation of conditions is consistent with the Violence Against Women Reauthorization Act of 2013, directing greater protections for victims of domestic violence, dating violence, sexual assault, or stalking. The amendment to the CoC Program interim rule went into effect on July 14, 2016 and was open for comment until August 15, 2016 on the Federal Register page on the CoC Program Interim Rule.

A.3.f. **Solid Foundations DC and DC Coordinated Community Plan**
Solid Foundations DC is the District's first ever data-driven plan focused on the needs of unaccompanied youth. The plan will serve as a roadmap for building an effective system of care for unaccompanied youth experiencing or at risk of homelessness, with the goal of ending youth homelessness by 2022. With Solid Foundations DC at about its halfway point of implementation, the District's Coordinated Community Plan, a requirement of the YHDP, serves as a progress update to the plan – building on successes and lessons learned from the first few years of implementation, identifying funding and resource gaps, and charting a path forward for the remaining years of Solid Foundations DC. The successful bidder must be knowledgeable of both Solid Foundations DC and the Coordinated Community Plan and commit to supporting their implementation.

A.3.g. Trauma Informed Services:
Trauma occurs when an individual is exposed directly or indirectly to an overwhelming event or experience that involves a threat to one's physical, emotional, and/or psychological safety. Homelessness itself is a traumatic event, and individuals experiencing homelessness are particularly vulnerable to injury, accident, trafficking, survival sex, and assault. The experience of trauma, both before and during episodes of homelessness, is extremely common. CoC data including the Point in Time count and Homeless Youth Census indicate that many homeless youth have experienced physical and/or sexual assault during their current episode of homelessness. Symptoms of past and present trauma can create barriers and challenges for TAYs and the service providers working with them. Bidders are required to describe their expertise and experience delivering trauma informed services and how they will implement D-PSH for TAYs in a trauma informed way.

A.3.h. Housing First:
Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. Supportive

services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

A.3.i.1 Core Components of Housing First:
The core features of Housing First in the context of permanent supportive housing models are as follows:

1. Few to no programmatic prerequisites to permanent housing entry – People experiencing homelessness are offered permanent housing with no programmatic preconditions such as demonstration of sobriety, completion of alcohol or drug treatment, or agreeing to comply with a treatment regimen upon entry into the program.

2. Low barrier admission policies – Permanent housing's admissions policies are designed to "screen-in" rather than screen-out bidders with the greatest barriers to housing, such as having no or very low income, poor rental history and past evictions, or criminal histories.

3. Rapid and streamlined entry into housing – Many people experiencing homelessness may experience anxiety and uncertainty during a lengthy housing application and approval process. In order to ameliorate this, Housing First permanent housing models make efforts to help people experiencing homelessness move into permanent housing as quickly as possible, streamlining application and approval processes, and reducing wait times.

4. Supportive services are voluntary, but can and should be used to persistently engage tenants to ensure housing stability - Supportive services are proactively offered to help tenants achieve and maintain housing stability, but tenants are not required to participate in services as a condition of tenancy. Techniques such as harm reduction and motivational interviewing may be useful. Harm reduction techniques can confront and mitigate the harms of drug and alcohol use through non-judgmental communication while motivational interviewing may be useful in helping households acquire and utilize new skills and information.

5. Tenants have full rights, responsibilities, and legal protections – The ultimate goal of the Housing First approach is to help people experiencing homelessness achieve long-term housing stability in permanent housing. Permanent housing is defined as housing where tenants have leases that confer the full rights, responsibilities, and legal protections under Federal, state, and local housing laws. Tenants are educated about their lease terms, given access to legal assistance, and encouraged to exercise their full legal rights and responsibilities. Landlords and providers in Housing First models abide by their legally defined roles and obligations. For instance, landlords and providers do not enter tenants' apartments without tenants' knowledge and permission except under legally-defined emergency circumstances.

6. Practices and policies to prevent lease violations and evictions – Housing First supportive housing programs should incorporate practices and policies that prevent lease violations and evictions among tenants.

A.3.j. Clinical Services:
Bidders must ensure that licensed supervision is provided to all staff providing direct clinical services and that basic and ongoing training is provided to all staff. For the purposes of this solicitation "clinical services" means mental health services, substance abuse treatment services, medical services, and victims services. Acceptable, qualified, supervisors include Licensed Independent Clinical Social Worker (LICSW), masters level Licensed Professional Counselor (LPC), registered nurse, or licensed psychologist.

A.3.k. Providing Services to LGBTQ and Gender Non-Conforming Youth:
TCP is committed to ensuring the safety, dignity, and well-being of all persons served by the CoC. Sexuality, gender expression, gender nonconformity, or the fact that a person is transgender shall not be a barrier to service; neither shall a perceived incongruity between a person's physical body and their gender expression be a barrier to service.

Bidders must demonstrate their plan for ensuring LGBTQ and gender non-conforming TAYs have equal access to the proposed program, and how they will ensure the proposed program is safe and inclusive for TAYs in these subpopulations.

A.3.l. **Mediation and Well-Being:**

TCP is committed to ensuring that youth have access to safe, stable and supportive environments while residing in CoC programs. Youth and young adults may benefit from mediation and well-being support to ensure the Site-Based PSH community is safe and inclusive.

Bidders must demonstrate their plan to ensure proper mediation and well-being techniques are implemented across the program to promote stability and healthy relationships of all youth participants while residing in the program.

A.3.n. Harm Reduction:
According to the 2018 Homeless Youth Census, 23 percent of unaccompanied youth, who are unsheltered report active use of alcohol and drugs. TCP seeks to implement programming where TAYs who have a history of substance use and/or who are active substance users and who are in need of permanent housing can be served. Harm reduction incorporates a spectrum of strategies from safer use, to managed use to abstinence to meet drug users "where they are," addressing conditions of use along with the use itself. Because harm reduction demands that interventions and policies designed to serve drug users reflect specific individual and community needs, there is no universal definition of or formula for implementing harm reduction.

A.3.o. Harm Reduction:
TCP considers the following principles central to harm reduction practice.

1. Accept, for better and or worse, that both licit and illicit drug use is part of our world and choose to work to minimize its harmful effects rather than simply ignore or condemn them.
2. Understand drug use as a complex, multi-faceted phenomenon that encompasses a continuum of behaviors from severe abuse to total abstinence, and acknowledge that some ways of using drugs are clearly safer than others.
3. Affirm, respect, and preserve the dignity and rights of drug users.
4. Establish quality of individual and community life and well-being. Not necessarily cessation of all drug use as the criteria for successful interventions and policies.
5. Call for the non-judgmental, non-coercive provision of services and resources to people who use drugs and the communities in which they live in order to assist them in reducing attendant harm.
6. Ensure that drug users and those with a history of drug use routinely have a real voice in the programs and policies designed to serve them.
7. Affirm drugs users themselves as the primary agents of reducing the harms of their drug use, and seek to empower users to share information and support each other in strategies which meet their actual conditions of use.
8. Recognize that the realities of poverty, class, racism, social isolation, past trauma, sex-based discrimination and other social inequalities affect both people's vulnerability to and capacity for effectively dealing with drug-related harm.
9. Do not attempt to minimize or ignore the real and tragic harm and or danger associated with licit and illicit drug use.

A.3.p. Planning for TAYs Who Become Parents
This D-PSH is intended to serve TAYs who are unaccompanied at the time of program entry. However, the fact that a TAY becomes a parent while in the program does not affect that TAY's eligibility for services. Bidders must describe their plan for addressing situations in which TAYs become parents while in the program. The plan must address situations in which the Bidder will continue serving a client who becomes a parent as well as situations in which the Bidder believes it must transfer the client to another program or service provider, and how it will arrive at that decision. Terminating clients for becoming parents is not an acceptable solution.

A.3.q. CAHP Participation:
Coordinated Assessment and Housing Placement (CAHP) is the standardized access and assessment for all individuals, through a coordinated referral and housing placement process to ensure that people experiencing homelessness receive appropriate assistance with both immediate and long-term housing and service needs.

A.3.r. Participation in the CAHP System means:

1. Participate in all required training including VI-SPDAT, TAY-VI-SPDAT, and Full SPDAT training.
2. Conduct the VI-SPDAT, TAY-VI-SPDAT, and Full SPDAT assessment tools with clients as appropriate and according to training provided by TCP, as communicated through CAHP meetings, and the CAHP policies and procedures manual.

3. Ensure accurate CAHP-specific HMIS data entry including but not limited to assignments, unassignments, and move-in dates, consistent with alignment to confidentiality and anonymity practices established by TCP under this project and as documented in the CAHP Policies and Procedures document.
4. Participate in CAHP matching meetings as directed by the CAHP system administrator. Participation in CAHP meetings means designating case management, housing staff, or other staff to attend matching meetings who are knowledgeable of individual client experiences, service needs, and barriers to stability in order to make the most appropriate matches.
5. Provide a timely response to all CAHP inquiries.
6. Report program vacancies to the CAHP system and accept referrals for new clients from CAHP.
7. Assist in locating clients matched to housing resources via CAHP and facilitate contact and communication between housing providers and clients for the purpose of expediting movement to permanent housing.
8. Assist clients to collect all necessary documentation to obtain assistance so as not to delay the process of moving into housing once matched through the CAHP system. Documentation may include, but is not limited to, identification cards, birth certificates, social security cards, income statements, DD-214, and medical records.
9. Operate according to the Housing First model to the maximum extent practicable.

A.3.s. Additional Requirements:

1. Bidders must have an articulate specific experience providing housing, trauma, clinical, and/or homeless services to unaccompanied youth.
2. Bidders must have and articulate a plan for ensuring that if funded, the proposed program(s) will be operational within three (3) months of award.
3. Bidders must have and articulate a landlord engagement plan.
    a. "Landlord Engagement Plan" means Bidder's written plan for working within its existing landlord network and expanding that network as necessary to assist participants to find appropriate housing that complies with Federal requirements.
4. Bidders must have and articulate a tenancy education plan.
    a. "Tenant Education Plan" means the Bidder's written plan for helping participants understand their rights and responsibilities as a tenant. The plan must describe how the bidder will ensure participants understand the terms of their leases and how the Bidder will provide additional support as needed, including how and when it will mediate tenant/landlord and roommate conflicts to prevent participants from becoming displaced
5. Bidders must have and articulate a plan for participants who become parents:
    a. This RRH program is intended to serve unaccompanied youth. However, the fact that a participant becomes a parent while in the program does not affect that their eligibility for services. Bidders must describe their plan for addressing situations in which participants become parents while in the program. The plan must address situations in which the Bidder might continue serving a client who becomes a parent as well as situations in which the Bidder believes it must transfer the client to another program or service provider, and how it will arrive at that decision. Terminating clients for becoming parents is not an acceptable solution.
6. Bidders must have and provide documentation showing active licensure status in this jurisdiction with the respective board.
7. Bidders must provide a staffing plan.
8. Bidders must provide a strategic plan surrounding support for youth re-entering the community, including warm hand-offs and coordination with the Department of Corrections or Bureau of Prisons.
9. Bidders must provide connections to peer or mentoring support.
10. YHDP programs will report outcomes to the DC Supporting Hopeful Youth, Youth Action Board bi-annually.

A.4. <u>Eligible Organizations, Conflict of Interest, and Limits on Funding to Primary Religious Organizations</u>

A.4.a. Eligible Organizations:

Organizations that are incorporated or registered to do business in the District of Columbia, that can provide a DC Department of Consumer Regulatory Affairs (DCRA) Certificate of Good Standing and a DC Office of Tax and Revenue (OTR) Certificate of Good Standing, and that meet the conditions and requirements established by this solicitation are eligible for consideration.

A.4.b. Conflict of Interest:

Bidders must avoid any conflict of interest in carrying out activities funded by this solicitation. The organizational conflict of interest rules found in 23 CFR § 636, Subpart A, including 23 CFR § 636.116, are expected to apply to this procurement. 23 CFR § 636.103 defines an "organizational conflict of interest" as follows:

> "Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage."

Consultants and subconsultants who assisted TCP in the preparation of this RFP or supporting documents (including environmental reviews or similar documents) are not allowed to participate on a bidder's team. Bidders must provide information regarding all potential organizational conflicts of interest in their proposals, including all relevant facts concerning any past, present, or currently planned interests that may present an organizational conflict of interest, and as required by 23 CFR 636.116. TCP will determine whether an organizational conflict of interest exists and what actions are necessary to avoid, neutralize, or mitigate such conflict.

As part of general guidelines for the procurement of goods and services, organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement if that person, or that person's family, partner, or any organization employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a successful bidder, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include written policy that is part of the employee policies. Employees and board members are required to sign a statement indicating that they have read the policy and will comply.

A.4.c. Limits on Funding to Primary Religious Organizations:
TCP recognizes that primary religious organizations and the faith community are important partners in carrying out the CoC's mission. However, TCP must ensure that that services are provided in a way that is free from religious influence. Therefore, a number of conditions apply to the provisions of funding to organizations that are primarily religious in nature. These provisions generally require that when funded, a religious organization will provide services in accordance with the following principals:

1. The organization will not discriminate against any employee or bidder for employment on the basis of religion, and will not limit employment or give preference in employment on the basis or religion.
2. The organization will not discriminate against, limit services provided to, or give preference to any person obtaining housing, other service(s) offered by the project, or any eligible activity on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.
3. The organization will not provide religious instruction, counseling, religious services, worship, engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing a participant to choose to take part in services or meetings offered by the organization as they wish, is allowable.

A.5. <u>Pre-Application Meeting</u>
A pre-application meeting will be held on February 1, 2021, at 2 p.m. Persons or organizations planning to attend should RSVP via Eventbrite using the following link: https://www.eventbrite.com/e/136311921627 no later than January 28, 2021, at 5:00 pm. Persons or organizations unable to attend the Pre-Application Meeting, but who wish to be considered for funding under this solicitation must register with TCP, in writing, via email at rfp@community-partnership.org with "DV Bonus RFP Registration" as the subject line no later than January 28, 2021, at 5:00 pm.

A.6. <u>Queries and Amendments</u>
Requests for information about this announcement should be addressed in writing to:

Lisa Sibblies
rfp@community-partnership.org

A.6.a. Informational Visits and/or Phone Inquiries
No informational visits or phone inquiries regarding this solicitation will be allowed. Interested parties may address written questions about this solicitation to rfp@community-partnership.org. Questions will be accepted from the date the solicitation is released until February 11, 2021, at 2:00 p.m. Written responses will be provided to all registered prospective bidders as an addendum to this solicitation no later than February 15, 2021.

A.7. Application Closing Date
Applications must be submitted electronically no later than February 22, 2021, at 2:00 pm. Applications received after the closing date and time will not be considered unless they are the only applications received.

A.8. Initial Offers and Negotiations
TCP may negotiate with bidders for the purpose of obtaining the best price, or arriving at a statement of work that is most advantageous to the functioning of the project.

A.9. Notification of Eligibility
From the date of notification until the effective date of the award, it shall be the responsibility of the successful bidder to advise TCP of any change in status regarding its ability to comply with the requirements mandated for the fulfillment of the terms of the contract.

A.10. Retention of Applications
All applications will be retained by TCP and will not be returned to the bidders.

A.11. Protests
Any bidder may file a protest in connection with this solicitation addressed to Fred Swan, Chair of the Board of Directors of TCP, with a copy to Sue Marshall, Executive Director of TCP, stating the reason for the protest and providing written evidence or documentation. Protests will be acted on by the Board of Directors of TCP within two meetings of the Board following receipt of the protest. Decision of the Board of Directors shall be final. Protests should be addressed in writing to:

Fred Swan, Board Chair
cc: Sue Marshall, Executive Director
The Community Partnership for the Prevention of Homelessness
801 Pennsylvania Avenue, SE
Suite 360
Washington, DC 20009

A.12. Other
1. TCP reserves the right to make changes to this RFP, based on any clarifications in the regulations, legislative changes, or funding level fluctuations from the Federal and/or District government. Funding for sub-grantees is contingent on continued funding from the District.
2. This RFP does not commit TCP to award grants or sub-grants. TCP reserves the right to accept or reject any or all applications. TCP will notify bidders of the rejected proposals. TCP may suspend or terminate an outstanding RFP pursuant to its own grant making rule(s) or any applicable federal or District regulation or requirement.
3. TCP reserves the right to issue addenda and/or amendments subsequent to the RFP process or to rescind the RFP.
4. TCP shall not be liable for any costs incurred in the preparation of applications in response to RFP. Bidders agree that all costs incurred in developing the application are the bidders' sole responsibility.
5. TCP may conduct pre-award on-site visits to verify information submitted in the application and to determine if proposed facilities are appropriate for the proposed services.
6. TCP may require bidders to enter negotiations and submit a price, technical or other revision of their proposal that may result from negotiations.
7. If there are any conflicts between the terms and conditions of the RFP and any federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the bidder to ensure compliance.

SECTION B: APPLICATION PREPARATION AND SUBMISSION

B.1. Application Submission
Applications must be sent via email and received by the closing date and time to rfp@community-partnership.org

B.2. Application Style
All applications must be submitted as a Portable Document Format (PDF) file electronically via email attachment. Each application will have numbered pages, with type not less than 12 points and double line spacing.

Facsimile and hard copy applications **will not** be accepted. Unnecessarily elaborate applications beyond the information needed to present a complete and effective response to this solicitation are not desired.

B.3. Application Form and Content
Section F herein provides instructions regarding the format and required content of the response to this solicitation.

B.4. Confidential/Proprietary Information in Application
Bidders must specifically identify those portions of their applications deemed to be confidential, proprietary information or trade secrets, which should not be disclosed by TCP. Such confidential/proprietary information must be easily separable from the non-confidential sections of the application.

SECTION C: REQUIREMENTS

C.1. Organizational Experience

C.1.a. Organizational and Background Information:
State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the jurisdiction in which it is incorporated. Provide the following information: Year Company /Organization was established. Is your company / organization a subsidiary of another company / organization - If yes, information should be included for both parent and subsidiary. Current Number of Company Employees. Provide evidence of your financial strength and ability to manage accounts relative to the size and scope you are bidding – examples may include recent annual reports, income statement, balance statement, and/or equivalent information (independent statement of net worth).

C.1.b. Prior Experience:
Bidders must indicate relevant experience that demonstrates the ability to successfully manage a contract for the services defined by this solicitation. Include sufficient detail to demonstrate the relevance of this experience to the scope of the program described in your bid. Proposals submitted should include, in this section, descriptions of at least one qualifying relevant experience to include project/client descriptions, costs, start, and completion dates of projects/contracts successfully completed.
Bidders must provide references and supporting data on successful outcomes and service delivery.

Bidders must establish their approach to infusing racial equity and inclusion (REI) and describe how these practices will be maintained in the future.:

1. Identify how REI will be infused throughout their program structure.
2. Outline REI policies for recruitment and retention.
3. State any innovative practices to create space for discussions about REI between staff and amongst youth.

Bidders must display a commitment to youth collaboration and identify methods that will be utilized:

1. Identify how youth collaboration will be leveraged within case planning.
2. Outline a strategic approach to partnerships with the Supporting Hopeful Youth, Youth Action Board.
3. State any trainings or methods that will support staff in youth collaboration efforts.
4. Describe how youth will be engaged in program implementation.
5. Outline methods to receive youth feedback throughout their experience in the program.

Bidders that currently contract or subcontract with TCP, HUD, the Department of Human Services (DHS), or any other District Government Agency, Department or Office must provide the following information:

1. Identify the contract owner, principal, or other entity with which the bidder is contracted to provide a good or service (if a bidder has more than one contract or subcontract with TCP, DHS, and/or any other District Government Agency, Department or Office, all contracts and subcontracts and contract owners must be identified).
2. State whether or not it has any unresolved monitoring or compliance findings issued by TCP, DHS, or any Agency or Department or the Government of the District of Columbia.
3. If so, the bidder must provide a detailed explanation.
4. State whether or not, within the past 12-months, it has been placed on a corrective action plan by any of its contract owners or been issued findings for noncompliance by TCP, HUD, DHS, or any other District Government Agency, Department, or Office.
5. If so, the bidder must provide detailed explanation.

Bidders that do not currently contract or subcontract with TCP, HUD, DHS, or any other District Government Agency, Department or Office but has done so within the last five years must provide the following information:

1. Identify the contract owner, principal, or other entity with which the bidder was contracted to provide a good or service (if a bidder had more than one contract or subcontract with TCP, HUD, DHS, and/or any other District Government Agency, Department or Office, all contracts and subcontracts and contract owners must be identified).
2. State whether or not it has any unresolved monitoring or compliance findings issued by TCP, HUD, DHS, or any Agency or Department or the Government of the District of Columbia at the time the contract or subcontract ended.
3. If so, the bidder must provide a detailed explanation.
4. State whether or not the contract(s) or subcontract(s) were terminated for default.
5. State whether or not the contract(s) or subcontract(s) were renewable.
6. If so, provide an explanation about why the contract(s) or subcontract(s) were not renewed

C.2. <u>Scope of Work and Work Plan</u>

Bidders must propose a scope of work that demonstrates how the proposed programing and services will be provided in accordance with the requirements of this solicitation.

C.3. <u>Staffing Plan</u>

All bidders must provide a staffing plan that addresses to how they will deliver services in a manner that is consistent with the requirements of this solicitation. The staffing plan should include:

1. Before Job Placement: Explain the type of training that is provided to the employees prior to placing them on the job assignment;
2. On the Job Training (OJT): Provide the duration of the training, what the training consists of, the credentials/qualifications of the instructor, etc.; and
3. On-Going Training: Provide any on-going training that your company provides to employees; (i.e. weekly, quarterly, semi-annual training, attendance to seminars, certifications held, etc.).

C.4. <u>Budget and Budget Narrative</u>

C.4.a. Budget:

Projects will submit a detailed project budget, using the Excel forms provided with this solicitation. The budget must indicate the total funding required for the project and denote the itemized costs which are being requested. Ensure the budget includes line items for ALL of the minimum required services described in the RFP.

C.4.b. Budget Narrative:

The budget narrative should clearly define the purpose intended for requested funds by identifying and justifying the need for project activities. This narrative should be presented in an organized, concise format that includes:

1. A detailed description for each line item, which breaks down monthly costs and the anticipated number of clients to be served or other detail, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.
2. A description of leveraged in-kind or cash match resources.

C.4.c. Audit:
Bidders must submit their most recent Certified Audited Financial Statement.

C.5. <u>Reporting Requirements</u>
C.5.a. Data Tracking Requirements:
The successful bidder shall use a Homeless Management Information System (HMIS) comparable database to document demographic information and case planning This database must allow the successful bidder to submit an Annual Performance Report (APR) to HUD at the end of each grant cycle.

C.5.a.1 HMIS Comparable Database
"HMIS comparable database" means a database that has all of the following characteristics:
1. The provider controls who can access and see client information.
2. Access to the database is controlled by the provider.
3. Meets the standards for security, data quality and privacy of the HMIS.
4. Complies with all HUD-required technical specifications.
5. Be programmed to current HMIS Data Standards.
6. Has the functionality to de-duplicate client records within each system.
7. Be able to generate all reports required by HUD.
8. Data fields must be able to be modified and customized.

C.5.b. Reporting Requirements:
1. The successful bidder shall provide all information required to submit a Project Renewal Application to renew funding via the annual HUD CoC Program funding competition.
2. The successful bidder shall provide all information required to submit an APR at the end of each grant cycle.
3. The successful bidder shall provide de-identified client level data necessary for the completion of the annual Point in Time (PIT) enumeration.
4. The successful bidder shall provide de-identified client level data necessary for the completion of the Longitudinal System's Analysis (LSA).
5. The successful bidder shall provide de-identified client level data necessary for the completion of the annual Homeless Youth Census (HYC).
6. The successful bidder shall capture all client level data necessary for the completion of the System Performance Measures Report (SPM) to HUD as per the McKinney-Vento Homeless Assistance Act.
7. The successful bidder shall provide data needed to complete the Weekly Occupancy Report by COB each Friday, which includes: program capacity, program vacancies, slots held for placement, units/beds that are "offline", number of enrollments, number of exits, number of exits to permanent destinations.
8. The successful bidder shall report the death of a client being served under this contract to TCP within twenty-four hours in accordance with the procedures established by the Department of Human Services. This procedure includes reporting a death in writing within twenty-four (24) hours of the incident.
9. Client Satisfaction Surveys: The successful bidder must ensure participants of the program funded by this contract have the opportunity to provide input about their satisfaction with the program's services. During the term of this contract, the successful bidder must administer, twice annually, anonymous "Client Satisfaction Surveys" which allow program participants to provide comments and feedback on the program. Results from the first survey shall be submitted to TCP on or before June 11th. The second survey results shall be submitted on or before October 11th.

C.6. <u>Monitoring and Evaluation</u>
The successful bidder will be monitored and evaluated by TCP and/or HUD according to its scope of work and performance objective which will be an integral part of its awarded contract. TCP and/or HUD will at all times have access to the work being performed under the contract, wherever it may be in progress. TCP and/or HUD will review program data, observe program operations, interview staff and participants, examine program and financial records regarding the contract, and review records regarding volunteer hours, in-kind contributions, or cash resources which the bidder has declared as part of their match for accomplishing program objectives.

C.6.a. <u>Monitoring and Evaluation: Protected Personally Identifying Victim Information</u>

1. Since 2005, VAWA has explicitly protected personally identifying victim information (PII) from disclosure, even to federal grant administrators and auditors.
2. PII is confidential, and may not be disclosed in the course of reporting to funders, participating in program evaluation, or complying with routine audits.
3. Grant administrators and auditors may be provided with non-personally identifying, aggregate data (totals) in order to comply with federal, state, tribal, or territorial reporting, evaluation, or data collection requirements.

SECTION D: OTHER TERMS AND CONDITIONS

Any contract resulting from this solicitation shall be subject to the following terms and conditions:

D.1. Audits
The successful bidder will be expected to maintain complete and accurate records substantiating all actual expenditures and leaving a clear audit trail to the point of origin. At any time during the period of the grant or for three years thereafter, TCP and/or HUD may have the bidder's financial and program records audited. Any contract payments found not to have been spent on agreed upon and allowable program purposes shall be returned to TCP. TCP will also require that all successful bidders have an annual independent audit of their contract-related program conducted, and its pricing limits assume that this administrative cost will be part of the project's budget.

The Bidder must provide in its responses to this solicitation a copy of its most recent financial audit.

D.2. Insurance
The standard insurance provisions required by the District of Columbia Department of Human Services contracts will be applicable to this contract:

1. The successful bidder, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the Contract and keep such insurance in force throughout the contract period. A Certificate of Insurance naming "The Community Partnership for the Prevention of Homelessness 801 Pennsylvania Ave SE, Suite 360, Washington, DC 20003" as an additional insured for all coverage except automobile and worker's compensation and proof of current insurance coverage for any coverage not listed on the certificate shall be forwarded to TCP at the time of contract execution.
2. The successful bidder shall carry general liability coverage of up to one million dollars ($1,000,000).
3. The successful bidder shall carry Umbrella/Excess Liability with a five million-dollar ($5,000,000) limit per occurrence.
4. If the successful bidder uses any vehicles in connection with this contract, the successful bidder shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property liability covering the operation of all automobiles. Policies covering automobiles shall provide coverage of up to two hundred thousand dollars ($200,000) per person and five hundred thousand ($500,000) per occurrence for bodily injury and twenty thousand dollars ($20,000) per occurrence for property damage.
5. If the successful bidder shall carry Workers' Compensation insurance, including employer's liability coverage, covering all of its employees employed upon the premises and in connection with its other operations pertaining to this Contract, and shall comply at all times with the provisions of the Workers' Compensation laws of the District or other state if the Contract work is performed outside of the District of Columbia. The policy shall provide for one hundred thousand ($100,000) per accident for injury, one hundred thousand ($100,000) per employee for disease with a five hundred thousand ($500,000) policy limit for disease.
6. When the successful bidder's scope of work includes the provision of professional case management services, the successful bidder shall carry Professional Liability Insurance of $1,000,000 per claim.
7. All insurance provided by the successful bidder as required by this section, except comprehensive automobile liability and Workers' Compensation insurance, shall set forth TCP as an additional insured. All insurance shall be written with responsible companies licensed by the District's regulatory agency (DCRA) to do business in the District. The policies of insurance shall provide for up to thirty (30) days written notice to TCP prior to their termination or material alteration.
8. At its option, the successful bidder may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the successful bidder is relieved of responsibility to comply with Article XII, Item 6 however the successful bidder must certify in writing to TCP at the time of contract execution that coverage is maintained through a self-insurance plan.

D.3. Compliance with Tax Obligations

Prior to receipt of a contract as a result of this solicitation, a successful bidder must be in compliance with District and Federal tax requirements. Appropriate documentation of these facts from the District Department of Consumer and Regulatory Affairs must be provided when requested by TCP.

SECTION E: EVALUATION CRITERIA

E.1 Scoring and Competitive Range

The factors for rating and ranking applications and the points for each factor are provided below. The points in the evaluation criteria outlined below will provide a scoring system to be used in making recommendations for awards to the Executive Director of TCP. A total maximum of 150 points is possible. Only bidders with a total score of at least 100 points, who received at least 35 points for the Minimum Requirements will be considered to be in the competitive range for contract awards.

Interviews may be scheduled to clarify proposals. Negotiations with qualified bidders with respect to program size, location, or cost may precede contract award decisions, at TCP's discretion.

E.2 Specific Criteria and Points

1. Minimum Requirements (identified in section A.3) (50 points)
2. Organizational Experience (identified in section C.1) (15 points)
3. Scope of Work & Work Plan (identified in section C.2) (35 points)
4. Staffing Plan (identified in section C.3) (35 points)
5. Budget, Budget Narrative, and Audit (identified in section C.4) (15 points)

SECTION F: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 2-2021

These instructions contain the required content and format for agencies to submit an application for funding under **SOLICITATION TCP 2-2021.** Bidders must adhere to the form outlined in these instructions, including page limitations, in order for their application to be reviewed for funding. All narratives should be formatted as described below within the given page limits.

Narratives and other attachments to your application must follow the following format guidelines:

1. Page Size: 8.5'' x 11''
2. Margins: one-inch all around
3. Font: Times New Roman
4. Font (regular text): 12 point
5. Font size/style for headings: 16 point, Bold. (subheadings - 12 point, Bold.)
6. Spacing: Double-spaced
7. Headers: Left-justified - indicate the rating factor or executive summary.
8. Footers: Left-justified - name of bidder. Right-justified - page number out of total pages. (ex. Page 1 of 3)
9. Narrative may not exceed 20 pages (this limitation does not include attachments such as documentation of leveraged resources, reference letters, budget forms, etc.).

F.1 Authorization for Application and Summary Information (Maximum 2 pages)

1. Date the application is submitted to TCP.
2. Name and business address of the organization(s); include both the full legal name of the organization and its commonly used name, if different.
3. Provide phone number and facsimile number (if any) of the organization applying.
4. Provide contact person of the organization applying, include their phone number.
5. State the total annual budget of the organization(s) and fiscal year used for accounting.
6. State the total budget for the work proposed in this application, including both cash and in-kind and volunteer resources to be applied to this work.
7. State the total funding requested by this application.
8. Include the organization’s Federal tax identification (EIN) number.
9. At the end of this section provide a signature of the person in the organization with authority to contract.

SECTION G: Documents Incorporated

The following documents are incorporated and made part of this solicitation:

1. TCP's Policy on Serving Transgender and Gender Non-Conforming Clients
2. TCP's Anti-Harassment Policy
3. CoC CAHP Manual

Attachments:

1. Budget Forms
2. TCP's Policy on Serving Transgender and Gender Non-Conforming Clients
3. CoC CAHP Manual
4. Homeward DC
5. DC Coordinated Community Plan

The Community Partnership for the Prevention of Homelessness

Policy on Serving Transgender and Gender Nonconforming Clients in the District of Columbia Homeless Services Continuum of Care

The District of Columbia Homeless Services Reform Act of 2005 (HSRA) codifies the rights and responsibilities of clients of homeless service providers, and the standards by which the District of Columbia and homeless services providers must deliver services to clients.

The HSRA, as amended by the LGBTQ Homeless Youth Reform Act of 2013, defines LGBTQ as a person who "self-identifies as lesbian, gay, bisexual, transgender, gender nonconforming, queer, or questioning their sexual orientation or gender identity and expression."

The Community Partnership for the Prevention of Homelessness (TCP) defines the terms Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning as follows:

- Lesbian: A woman who is emotionally, romantically and/or sexually attracted to the same gender.
- Gay: A man or woman who is emotionally, romantically and/or sexually attracted to the same gender.
- Bisexual: A man or woman who is emotionally, romantically and/or sexually attracted to both genders.
- Transgender: A person whose gender identity differs from the sex assigned to them at birth.
- Queer: A simple label to explain a complex set of sexual behaviors and desires.
- Questioning: A person who has questions about their sexual orientation and/or gender identity.

TCP defines the terms Gender, Sex, Cisgender, Gender Identity, Gender Expression, and Gender Nonconforming as follows:

- Gender: A socially constructed system of classification that ascribes qualities of masculinity and femininity to people.
- Sex: Sex is biological and refers to a person based on their anatomy (external genitalia, chromosomes, and internal reproductive system).
- Cisgender: A person whose sex and gender are congruent by predominant cultural standards.
- Gender Identity: A person's inner sense of being male, female, or another non-binary gender identity.
- Gender Expression: The outward communication of gender through behavior or appearance.
- Gender Nonconforming: A person whose gender expression differs from expectations associated with the sex assigned to them at birth.

TCP is committed to ensuring the safety, dignity, and well-being of all persons served in the District of Columbia Homeless Services Continuum of Care (CoC).

Gender expression, gender nonconformity, or the fact that a person is transgender shall not be a barrier to service; neither shall a perceived incongruity between a person's physical body and their gender expression be a barrier to service.

TCP's policy on transgender and gender non-conforming clients will explicitly articulate its stance on the following:

1. **Access to sex-segregated facilities and programs**
2. **Access to family facilities and programs**
3. **Access to bathrooms**
4. **Accommodations for safety and/or privacy**
5. **Use of preferred names and gendered-pronouns**
6. **Homeless Management Information System (HMIS) data collection and intake forms**

1. Access to sex-segregated facilities and programs:

Without exception, all persons who are eligible to receive homeless services in the District of Columbia CoC have the right to receive services at a facility serving persons of the gender with which they identify regardless of the sex assigned at birth, or whether or not they have had medical or other procedures to align their physical bodies with their gender expression. Service providers may not ask for proof of gender nor may they require proof of gender as a program entry requirement.

In sex-segregated facilities, service providers should make individualized decisions about where to place a person based on their physical and mental well-being, safety needs, and the degree of privacy needed. The safety of transgender and gender nonconforming clients should be protected without unnecessarily isolating or segregating them from the general population.

When a client identifying as transgender presents for services at a sex-segregated facility wherein the gender population served differs from their stated gender identity, the client must be offered a transfer to a facility that serves the gender population with which they identify:

- If the client accepts the offer of transfer, they must be transferred to an appropriate facility. However, if no placement can be made due to a lack of available beds, the client should be allowed to remain until a placement can be made. The provider must make reasonable accommodations for safety or privacy upon request.

- If the client refuses the offer of transfer, they must be allowed to remain. The provider must make reasonable accommodations for safety or privacy upon request.

2. Access to family facilities and programs:

Families shall not be denied services or separated based on the gender expression or gender nonconformity of one or more members or based on the fact that one or more members identifies as transgender.

3. Access to bathrooms:

Without exception, all persons receiving services in the District of Columbia CoC shall have access to bathrooms consistent with their gender identity regardless of appearance, genital or other physical characteristics, or inconsistent legal documentation. Where necessary, providers must make reasonable accommodations for safety and privacy upon request.

Service providers may not ask for proof of gender nor may they require proof of gender of clients to access bathrooms.

Service providers may not institute different bathroom rules for transgender and cisgender clients.

4. Accommodations for safety and/or privacy

It is not the responsibility of transgender or gender nonconforming clients to accommodate facilities and/or programs. Moreover, another client's discomfort is not a reason to deny access to or equal treatment for a transgender or gender nonconforming client. All clients, including transgender and gender nonconforming clients, shall be served based on their self-reported gender identity regardless of appearance, genital or other physical characteristics, inconsistent legal documentation, or concerns (real or perceived) about objections or complaints of other clients.

All clients, including transgender and gender nonconforming clients, who have privacy concerns shall be directed to spaces, where or when available, that allow for greater privacy and spaces that provide equivalent accommodations to those provided to the general population.

- The use of private spaces shall not be reserved solely for transgender or gender nonconforming individuals.
- A space may be requested and utilized by any client including but not limited to transgender or gender nonconforming clients who request additional privacy.
- The unavailability of alternative space shall not be a basis for altering a transgender or gender nonconforming client's sleeping accommodation.

All clients, including transgender and gender nonconforming clients, who have safety concerns shall be directed to spaces where or when available, with equivalent accommodations that are closer to staff.

- The use of such spaces shall not be reserved solely for transgender or gender nonconforming clients.

- Such spaces may be requested and utilized by any client including but not limited to transgender or gender nonconforming clients who request additional privacy because of safety concerns in the main sleeping area.
- The unavailability of such accommodation shall not be a basis for altering a transgender or gender nonconforming client's sleeping accommodation.

Recourse when an accommodation cannot be made onsite:

Low Barrier and Severe Weather Shelter providers who are not able to make an appropriate accommodation for safety or privacy onsite shall contact the Shelter Hotline at 1-800-535-7252 so that the client may be transported to a facility that can make such an accommodation. Clients waiting for a pickup by the Shelter Hotline shall be provided with a safe location in which to wait.

Residential Programs shall contact TCP if they are unable to make an appropriate accommodation.

5. Use of preferred names and gendered-pronouns:

Service providers must respect transgender clients' preferred names and gendered-pronouns consistent with their gender identity and/or the client's stated preference.

6. HMIS data collection and intake forms:

Without exception, all persons receiving services in the District of Columbia CoC should be documented in the HMIS, on intake forms, and all other data collection tools and repositories according to the gender with which they identify.