

# **Innovative and Sustainable Solutions to End Homelessness Fund REQUEST FOR PROPOSALS**

## **Transition in Place Housing Program**

### **The Office of Homelessness Prevention and Intervention, Innovative and Sustainable Solutions to Ending Homelessness Fund**

The Lexington-Fayette Urban County Government's Office of Homelessness Prevention and Intervention (OHPI) provides coordination of services, facilitation of programs focused on ending homelessness, advocacy for system and policy changes, and education of the community at-large on the solutions to ending homelessness. The OHPI is the designated community Collaborative Applicant and lead agency for the local Continuum of Care (CoC) as well as the locally designated Homeless Management Information System (HMIS) database administrator.

The Innovative and Sustainable Solutions to Ending Homelessness Fund provides financial support to new and/or innovative projects that implement research-based best practices to prevent and reduce homelessness in Lexington. The purpose of this Request for Proposals is to solicit proposals for services providing transition-in-place housing and intensive case management to assist households in quickly moving to self-sufficiency. This RFP solicits detailed proposals that clearly specify how services would be provided to serve unsheltered individuals with animals. Proposals should align systems of care and organizations across Fayette County to prevent and end homelessness.

### **Instructions**

Please submit all required narrative and attachments no later than the deadline indicated below:

**Proposal Deadline – 2 P.M. OF WEDNESDAY, April 28, 2022**

**Proposals received after this deadline or incomplete proposals will not be considered.**

For More Information:

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## **BACKGROUND**

Due to the ongoing COVID-19 pandemic, the homelessness response system needs to develop more effective and efficient programs to move individuals directly into permanent housing from a homelessness occurrence, without the development of additional congregate living spaces or temporary emergency shelters.

Lexington-Fayette County has extremely limited options for individuals experiencing homelessness with their pets. The people themselves have access to emergency and short-term shelter through a number of local resources. Lexington Humane Society and Animal Care and Control work with social services agencies to provide short-term shelter for the pets of individuals facing eviction or homelessness. But Lexington does not have emergency shelter options for people and their pets experiencing homelessness together.

National estimates of the prevalence of pet ownership among individuals experiencing homelessness have ranged from [5 - 25%](#). In some cases, people feel they have no choice but to relinquish their pets to the local shelter. Lexington Humane Society reports that in FY 2020, 38 animals were surrendered to them because of owner homelessness (4 dogs, 34 cats) and in FY 2021, 21 pets were surrendered (6 dogs, 13 cats, 2 birds).

The pandemic exacerbated these challenges as it places more people at risk of eviction and homelessness, and more stress on service providers who may face increased demand with fewer resources. The pandemic also has [increased recognition of the need to treat people and their pets as an inseparable family unit](#). Because this emphasis on co-sheltering people and pets is relatively new, and co-sheltering facilities are still limited in many parts of the country, utilizing a transition-in-place permanent housing model will allow Lexington to be on the cutting edge of this shift to a more humane policy. Implementation and outcome data collected in this project will advance the state of knowledge and contribute to improved services in many communities.

[Research is clear](#) on the value of pet ownership and the power of the human-animal bond in helping people's physical, social, and emotional health at all stages of life from childhood to senior adulthood. These benefits hold for individuals [experiencing homelessness](#) as well. Studies have shown that many people experiencing homelessness consider their pets a reason to continue living, reduce substance abuse, or seek health care because they want to be able to provide for their pet. This project eliminates barriers to serving vulnerable people, avoids the heartbreaking requirement of breaking up families, and offers both people and their pets the opportunity to receive the services they need while sheltering together.

The CoC believes that in addition to serving the clearly underserved population of individuals with their pets experiencing homelessness in Lexington, coordinating goals and strategies centered on racial equity will strengthen local actions and potentially deepen the impact of the local strategic plan to prevent and effectively end homelessness.

## **1.0 GENERAL PROVISIONS**

### **1.1 Funding**

The funding period is for one (1) year with an optional additional two (2) years based on performance. LFUCG will conduct ongoing evaluation of the project to determine

effectiveness including whether adjustments may be needed in order to maximize outcomes and return on investment.

LFUCG intends to award only one (1) proposal with funding via the American Rescue Plan Act and allocated to the Innovative and Sustainable Solutions to Ending Homelessness Fund. Unless otherwise agreed upon between the LFUCG and the selected applicant, LFUCG reserves the right to make multiple awards of varying amounts.

Contractors must comply with 2 CFR 200.

### **1.2 Proposal Submission**

In order to be considered, proposals must be received by the April 28, 2022, deadline. The proposal must contain the required documents and respond to each of the required narrative questions to be complete.

Proposals containing significant omissions of required information will be considered non-responsive and will be removed from the funding process. Significant missing responses to narrative questions constitute an incomplete proposal.

The final decision regarding proposal completeness and penalties will be determined by the Director of the Office of Homelessness Prevention & Intervention.

### **1.3 Acceptance/Rejection of Applications**

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omission, contain unauthorized alteration of form, or are incomplete.

The LFUCG reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, to implement scoring penalties, or to accept applications or portions thereof which, in the Urban County Government's judgement, best serve the interests of Urban County Government.

### **1.4 Requests for Clarification**

The LFUCG reserves the right to request clarification of information submitted and to request additional information (to clarify the information submitted) of the applicant either orally or in writing. This may include negotiation of funding amounts, outcomes, and other adjustments prior to the execution of a funding award.

### **1.5 Timeline**

This Request for Proposals is being released on March 15, 2022, and is made available to the public and all potentially eligible applicants.

Completed proposals are due no later than 2 p.m. on April 28, 2022, and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation immediately following the proposal due date and intends to make funding announcements no later than May 26, 2022. This timeline is subject to change without notice.

No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

### **1.6 Evaluation**

Proposals will be evaluated by a neutral panel, the Program Performance & Evaluation Committee of the LFUCG Homelessness Prevention & Intervention/Lex End Homelessness Continuum of Care Board, all of whom have some expertise in the field of human services but no affiliation with any applicant.

Scoring criteria are outlined in Section 4.0 Evaluation.

### **1.7 Selection**

The highest scoring proposal as determined by the panel will be recommended for funding and contacted to negotiate a funding agreement. Should no agreement be reached, the second highest scoring applicant will be contacted.

### **1.8 Reporting**

The funded project will be required to submit quarterly financial and project timeline reports. Failure to submit complete reports on time will delay processing of grant payments and affect the grantee's competitiveness for any future funding opportunities with LFUCG.

## **2.0 PROPOSAL FORMAT**

The Proposer must submit the proposal via the LFUCG's Procurement Software at <https://lexingtonky.ionwave.net/Login.aspx>. Adherence to the proposal format by all proposers will ensure a fair evaluation regarding the needs of the CoC. Proposers not following the prescribed format will be deemed non-responsive.

A complete proposal contains each of the following components:

- One Page Cover Sheet containing:
  - Organization or Lead Applicant Name and Authorized Representative
  - Organization or Lead Applicant Address, Phone Number and E-mail
  - Title of proposed project
  - Brief summary of proposed project (250 words or less)
- Project Narrative responding to each of the evaluation criteria described in Section 3.0 and utilizing format described below (15 pages or less)
  - Double spaced
  - Single sided
  - Times New Roman 12-point font with 1-inch margins
  - Page numbers in bottom right corner of complete submission
- Section 1: Qualifications of the firm and key personnel

This section shall provide the professional credentials and expertise of the proposer and key personnel assigned to this project.

Although standard personnel resumes may be included as attachments to the proposal, amplification specific to this solicitation is required in this section. Proposers are asked to specifically note whether proposed project personnel have any prior public sector experience directly implementing homeless services programs at a city, county, or state level.

The absence of such project-specific information shall cause the proposal to be deemed non-responsive.

- Section 2: Proposed method to accomplish the work  
 In this section of the proposal, proposers must provide a detailed description of their approach for accomplishing the tasks specified in the scope of work.  
 This section shall include a work plan, schedule, and a project management plan that will detail all lines of authority and communication which will support all the project requirements and logically lead to the deliverables required in this RFP.
- Section 3: Staff availability and past performance  
 Timely completion of the tasks outlined for this project is of critical importance. Proposers are to provide a brief description of their current projects and the availability of key personnel proposed in this project.  
 A matrix shall be provided which will list all project work from the past two (2) years to date. Information for each project shall include the following:
  - ✓ Project name
  - ✓ Brief description of project tasks
  - ✓ Period of performance, including whether the contract has concluded or not.
- Cost proposals, line-item budget and budget narrative (2 pages or less)  
 This section shall provide the total costs by work task, housing securement and retention, staffing, case management, including all expenses, profits and fees to be charged to LFUCG for providing the services described in 3.0.

### **3.0 SCOPE OF WORK**

#### **3.1 General Overview**

The CoC and its partners are seeking an organization with demonstrated knowledge of homelessness services and permanent housing to implement a low-barrier scattered-site permanent housing transition-in-place (TIP) for up to 15 households at a time. This program includes emergency unsheltered intake acting as an emergency shelter directly into a permanent residence, intensive case management, a large variety of supportive services for all household members and their pets, and the ability to transfer lease.

The program will provide scattered-site master leased apartments with robust supportive services to facilitate individual stabilization, increased income, and movement of the household to transfer lease into their own name. The program will focus on providing supportive services that will allow the household to remain in place and not be forced to find other housing while stabilizing. It is expected that households will transition in place in approximately 3-6 months. Applicants should be aware that for an extension beyond 6 months, prior written approval from the CoC would be required, and extensions would be considered in increments of up to 30 days at a time.

This model does not support discharge planning that would have the household transition into separate permanent housing.

The selected organization should have the skills and experience to complete the following tasks.

#### **3.2 Services**

Scope of services should incorporate tactics to increase the household's income through employment and/or benefits and to secure permanent housing in the household's name.

Services provided and strategies used by the proposer will vary based on the individualized needs of the households and resources available in the community.

Housing First case management should be flexible in intensity, support client choice, use housing retention, and help the household develop, enhance, or reengage a network of support that will continue with them after they finish TIP.

Case managers are expected to work on tenancy support such as how to resolve conflicts, how to understand a lease, responsible pet ownership and good neighbor behavior, options for working through crises, and other skills that will assist them in retaining housing when they are no longer in TIP.

The goal is to ensure that households have the tools they need to maximize their ability to care for all family members, pay rent, understand landlord/tenant rights and responsibilities, and be proactive in addressing issues that may have contributed to a loss of housing in the past. Applicants should describe their plans for various phases of the program including how to identify when it is appropriate to transition and how progress can be completed within a period of 3–6 months.

### **3.3 Staffing**

Proposers need to specify the staffing levels, project team members, including any contracted services for expertise not available in-house, and the range of services to be provided, which are expected to be multidisciplinary and robust.

### **3.4 Permanent Housing**

Proposers shall identify existing suitable apartment-style housing where those household experiencing unsheltered homelessness would receive intensive, time-limited, supportive services under a master leased option, and must be able to “transition-in-place” by assuming the lease or other long-term agreement which enables the unit in which the households resides to be considered permanent housing. All units should be pet friendly.

Proposers are expected to replace units as they are converted to permanent housing to maintain 15 pet-friendly units at all times.

Once the household assumes the lease, the proposer will no longer provide funding for the unit. By program design, transition to permanent housing should occur as rapidly as possible, and staff should continually be acquiring and coordinating new units to maintain a steady number.

Units must meet [Housing Quality Standards](#).

### **3.5 Performance**

The project will be measured with the following performance objectives:

- Number of households and pets served;
- % of participants exiting to PH – 75% or better;
- % of participants exiting with some increase in total income (earned plus benefits) – 55% or better;
- Occupancy rate – 90% or better;

- Length of time between client’s projects start date and move-in date – less than 7 days
- Cost-effectiveness when compared to traditional emergency shelter responses with exits to permanent housing

#### 4.0 EVALUATION

Factor	Points
Methodology and proposed approach to provide services as described in the 3.0 Scope of Work	35
Demonstrated understanding of the project deliverables and proposal responsiveness	20
Demonstrated homeless services and permanent housing knowledge and experience of key personnel, as well as availability of key personnel	20
Cost Analysis	25
<b>Total Points</b>	<b>100</b>