

# REQUEST FOR PROPOSALS

## Transitional Housing Pilot Program

The Lexington-Fayette Urban County Government's Office for Housing, Advocacy & Community Development uses federal, state and local funding to provide a variety of public services to the community including Homelessness Prevention and Intervention, Affordable Housing, Code Enforcement, Grants and Special Programs, Historic Preservation, Community and Resident Services. The mission of the office is to develop and implement strategies to build strong and equitable neighborhoods, provide needed guidance and assistance, and ensure sustainable growth and development to improve quality of life for Lexington residents.

The Lexington-Fayette Urban County Council has appropriated federal funding from the American Rescue Plan Act (ARPA) for purposes of addressing housing and homelessness needs in the community. The purpose of this Request for Proposals is to solicit proposals for services for households experiencing homelessness as this population has been disproportionately affected by the COVID-19 pandemic providing a transitional housing pilot program providing an array of wraparound services. The outcome results should reflect a transition to permanent housing for those enrolled in the program. This RFP solicits detailed proposals that clearly specify how services would be provided to serve households experiencing homelessness with an emphasis on families, seniors, people with disabilities, and those otherwise unable to utilize existing shelter options. Proposals should align systems of care and organizations across Fayette County to prevent and end homelessness. Organizations will need to be an active member in the Lexington Continuum of Care as well as will be required to utilize the Kentucky Homelessness Management Information Systems for client reporting and outcome tracking.

### Instructions

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

**Proposal Deadline – 2 P.M. OF WEDNESDAY, April 20, 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.

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.

## **1.0 GENERAL PROVISIONS**

### **1.1 Funding**

The funding period is for one (1) year with an optional time extension 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. Under no circumstances may funds be utilized beyond December 31, 2024.

LFUCG intends to award only one (1) proposal with funding via the American Rescue Plan Act. However, 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, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### **1.2 Proposal Submission**

In order to be considered, proposals must be received by the April 20, 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 Commissioner for Housing, Advocacy & Community Development.

### **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 22, 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 20, 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 19, 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 selected by the Commissioner for Housing, Advocacy & Community Development, all of whom have 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 monthly financial and programmatic 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. Funds will be paid on a reimbursement basis and project will be required to submit monthly invoices with detailed accounting of expenditures reflecting compliance with 2 CFR 200. This includes, but is not limited to, timesheets for staff; bids, quotes, invoices and receipts for purchases; copies of any contracts for services; and additional information as required by LFUCG for compliance with federal regulations.

## **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 LFUCG. 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 LFUCG is seeking an organization with demonstrated knowledge of homelessness services and permanent housing to implement a low-barrier pilot program that provides temporary

housing for people experiencing homelessness while transitioning to permanent housing. This program includes intensive case management and a large variety of supportive services for all household members.

The program will provide temporary, transitional housing units in one or more locations with robust supportive services to facilitate individual stabilization, increased income, and movement of the household to exit to permanent housing. The program will focus on providing supportive services that allow the household to secure permanent, stable housing. It is expected that households will transition from the program in approximately 3-6 months.

The proposer should include an implementation timeline which includes plans to begin services within 90 days of an executed funding agreement with LFUCG. These 90 days should not be included in the 1-year limit for operation of the project so this should be a 15-month timeline plus any time needed for closeout.

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 exit to permanent housing.

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

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 to permanent housing 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 Housing**

Proposers shall identify one or more locations where those households experiencing homelessness would receive shelter and intensive, time-limited, supportive services. Proposers should demonstrate site control and/or specifically demonstrate plans to acquire

the property through lease or purchase. This section should include the proposer’s plan for program intake including referral process and eligibility criteria keeping in mind, the program should remain low-barrier to entry. It should also provide a detailed description of plans to provide all basic needs, facility and property security, client transportation, any ongoing repair/maintenance, and other logistical services not already described as supportive services above. The site must already be appropriately zoned for use in this program.

Proposers also must identify access to or plan for obtaining permanent housing units for transitioning participants.

Finally, the proposer must provide a transition plan for closure of the facility after a period of one year that does not result in mass displacement of program participants. Proposers are highly encouraged to offer a plan for converting any property utilized into permanent housing units. This pilot project is being funded with American Rescue Plan Act funds that are not recurring in nature. These are one-time use funds. The LFUCG does not plan to fund this project beyond a period of one year.

### 3.5 Performance

The project will be measured with the following performance objectives:

- Number of households 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 experiencing homelessness – less than 90 days from program start date and PH move in date.
- Cost-effectiveness comparing cost of each positive permanent housing exit under transitional housing and emergency shelter local average costs. Full scope of budget will be considered including other funding sources, in-kind, match, and donations.

## 4.0 EVALUATION

<b>Factor</b>	<b>Points</b>
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 homelessness 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>