

2009 JUN 11 PM 8:05  
**CITY OF OAKLAND**  
**AGENDA REPORT**

TO: Office of the City Administrator  
ATTN: Dan Lindheim  
FROM: Department of Human Services  
DATE: June 23, 2009

RE: **A Resolution 1) Authorizing The City Administrator To Extend The Homeless Mobile Outreach Program Contract With Operation Dignity To September 30, 2009 In The Increased Amount Of \$76,905, For A Contract Total Of \$384,525, And 2) Authorizing The City Administrator To Extend The Eden Council For Hope And Opportunity Rental Assistance Program Contract To September 30, 2009 In The Increased Amount Of \$23,250, For A Contract Total Of \$209,250, And 3) Authorize The City Administrator To Enter Into Grant Agreements Based On The Results Of The Request For Qualifications Process Without Returning To City Council**

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**SUMMARY**

This report provides the City Council with the Request for Qualifications (RFQ) (*Attachment A*) for the Oakland PATH Homelessness Prevention and Rapid Re-housing funding awarded from the U.S. Department of Housing and Urban Development from the American Recovery and Reinvestment Act of 2009 Funds. The RFQ will be released by the Department of Human Services no later than July 6, 2009. Additionally, this resolution seeks authorization for the City Administrator to extend the performance period and allocation for the Homeless Mobile Outreach Program (HMOP) with Operation Dignity through September 30, 2009 and increase the funding allocation by \$76,905, and to extend the performance period and allocation to Eden Council for Hope and Opportunity for the City's Rental Assistance Program through September 30, 2009 and increase the funding allocation by \$23,250.

**FISCAL IMPACT**

Resolution No. 81970 C.M.S., passed on May 5, 2009, accepted and appropriated \$3,458,120 for the FY 2009-10 budget allocation from HUD. The resolution also authorized the use of HPRP Funds (HUD-ESG/HP/HOPWA Fund (2103), Project to be determined) as need to support the Homeless Prevention and Rapid Re-Housing Program (HPRP). The grant funds for the HPRP were appropriated into HUD-ESG/HP/HOPWA Fund (2103), DHS Admin Organization (78111), ESG/HPRP-Financial Assistance Project (G359020), ESG/HPRP-Housing Relocation

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Project (G359030), ESG/HPRP-Data Collection and Evaluation Project (G359040), and ESG/HPRP-Administration Project (G359050).

Resolution No. 82018 C.M.S., passed on May 19, 2009, allocated \$307,620 for the FY 2009/10 for the HMOP. The current contract for HMOP is with Operation Dignity and this resolution contains a request to extend the contract term through September 30, 2009 and to increase the contract amount by \$76,905, for a total contract of \$384,525.

Resolution No. 80581 C.M.S. dated May 15, 2007, accepted and appropriated \$186,000 for FY 2007-09 to Eden Council for Hope and Opportunity (ECHO) for the operation of the City's Rental Assistance Program (RAP). The funds were appropriated into HUD-CDBG Fund (2108), HDC Support Staff Organization (88919), Third Party Grant Contracts-Earned Account (54912), HUD-CDBG/ECHO RAP Project (H31400). This resolution requests the extension of ECHO Housing's current contract from June 30, 2009 to September 30, 2009 at an amount not to exceed \$23,250 for a total contract amount of \$209,250. Funding is available from HUD-CDBG Fund (2108), HCD-CDBG Coordination Organization (88949), Third Party Grant Contracts-Earned Account (54912), and HUD-CDBG Project (G06250).

## **BACKGROUND**

On February 17, 2009, President Barack Obama signed the American Recovery and Reinvestment Act (ARRA) of 2009, which included a \$1.5 billion allocation nationally for a Homelessness Prevention fund. The Homelessness Prevention and Rapid Re-Housing Program (HPRP) Notice was published in the Federal Register on March 19, 2009. The primary objectives of the program are to prevent individuals and families from becoming homeless, as defined by section 103 of McKinney-Vento Homeless Assistance Act, and to help those who are experiencing homelessness to be re-housed quickly. The HPRP funds have been distributed to states, metropolitan cities, and urban counties according to the current federal Emergency Shelter Grant (ESG) formula allocation, although this is a separate program.

On May 5, 2009, the Oakland City Council, authorized, through Resolution No. 81970 C.M.S., the City Administrator to amend the Consolidated Plan Annual Action Plan for Housing and Community Development for Fiscal Year 2008-09 to the U.S. Department of Housing and Urban Development (HUD); to accept and appropriate funds totaling \$3,458,120 for the Emergency Shelter Grant (ESG) program to develop and administer the Homelessness Prevention and Rapid Re-Housing Program (HPRP); authorizing the Department of Human Services to develop a Request For Proposal/Qualifications for the HPRP and to use HPRP funds as needed for housing assistance services and rapid re-housing.

The program design for the HPRP has been a coordinated county-wide effort. The City of Oakland's program design will reflect some new variations to more adequately address Oakland's particular homeless profile; the rapid re-housing aspects of Oakland's program reflect the need to address the encampment and re-entry populations. In general the City's HPRP will include

the creation of a housing assistance center(s) that will provide a variety of prevention and rehousing services linked through a coordinated, county-wide referral, assessment and outcome tracking system.

The Homeless Assistance Site(s) (HAS) is the internal engine for the prevention and rapid rehousing functions of Oakland's PATH HPRP; (*Attachment A*) page 8 in the RFQ provides a visual diagram to demonstrate how the system is designed to function. The categories will include, but not be limited to the following:

- Funds allocated to Financial Assistance will cover the cost of direct payment for housing costs both to rapidly re-house persons who have lost their housing or are temporarily and precariously housed, as well keeping people in housing. Funding will also be used for rental assistance, which includes rental arrears and rental subsidies, moving costs and hotel vouchers for shelter diversion. HPRP funds most serve persons whose incomes do not exceed 50% of area median income.
- Funds allocated for Housing Relocation and Stabilization Services will be used to cover case management, outreach, housing locators, legal services, and credit repair. These costs will primarily be staffing costs and must be used strategically as they will be downsized at the end of three years.

These elements are discussed in much greater detail in the attached RFQ labeled as *Attachment A*.

The Oakland PATH Homeless Prevention Program is designed to align and leverage programs currently funded through PATH. In particular, the Rapid Re-housing portion of the program will include some targeting to homeless encampments. Staff is currently working to re-align the activities of the Homeless Mobile Outreach Program (HMOP) to seamlessly flow into the HPRP process for rapid re-housing and intensive case management. Funds currently expended under HMOP contract services will be included in the HPRP RFQ, to align those services directly with Oakland's rapid housing activities. In order to allocate these funds and start the activities on the same timetable, staff proposes to extend the current HMOP contract agreement with Operation Dignity to September 30, 2009, while re-alignment of the program design is completed. All HPRP funding allocations and contract agreements must be in place no later than September 30, 2009, per HUD guidelines.

A contract extension is also needed for Eden Council for Hope and Opportunity (ECHO) who is currently contracted to operate the City's Rental Assistance Program (RAP) through June 30, 2009. ECHO Housing will be encouraged to apply for Prevention Assistance funding within the new standards set for HPRP Prevention and Rapid Rehousing. Additional components to be used by every regional Housing Assistance Center are still in the development stage. Extending ECHO's current contract through September 30, 2009 will allow staff to complete the needed elements to fully satisfy the HUD directives for the program operation of HPRP. *See Attachment B* for program evaluation.

All program funding through HRRP will be allocated based on the competitive solicitation RFQ process.

**KEY ISSUES AND IMPACTS**

The City of Oakland has been allocated \$3.45 million to implement a Homelessness Prevention and Rapid Re-Housing Program (HPRP). The Request for Qualification is attached to this report. The RFQ represents, to date, the most current information provided by HUD on eligibility of funding, program design components, and reporting requirements available.

HUD has released draft reporting elements required for HPRP and may require that some language in the RFQ be adjusted in future. Additionally the local assessment tool is in development and may be added to the RFQ before release. HUD has set a rigorous timeline for contracting and expending funds. Below is the proposed timeline of activities to occur in Oakland to comply with the HUD timeframe.

June 16, 2009	Conference for Interested Providers
June 30, 2009	City Council Review
July 6, 2009	Release of RFQ
July 24, 2009	Responses Due
August 1-7, 2009	Panel Review
August 14, 2009	Recommendations to City Administrator
September 1-30, 2009	Contracts Executed
September 30, 2009	Allocations Complete
September 1, 2011	Funds 60% Expended
September 1, 2012	All Funds Expended

The City of Oakland Permanent Access to Housing (PATH) Homelessness Prevention and Rapid Re-housing Program estimates the use of its funding to achieve the following over the next three years:

<u>Clients Served</u>	<u>Service</u>
326	Prevention
335	Rapid Re-housing
75	Intensive Case Management

There will be approximately 650 unduplicated persons served over the three (3) year period and approximately four to eight people will be hired at the homeless assistance centers. There is also the likelihood that some of the 650 persons served through these funds will find employment as part of the services offered through the intensive case management at the housing assistance centers.

## **SUSTAINABLE OPPORTUNITIES**

### ***Economic:***

As noted in the report, these HPRP funds are for the purpose of providing homelessness prevention and rapid re-housing assistance to persons at eminent risk of homelessness or who are already homeless.

### ***Environmental:***

The provision of housing for at risk and homeless persons is intended to address the environmental degradation caused by homeless families and individuals precariously housed or living on the streets.

### ***Social Equity:***

The expenditure of these funds is targeted to the most vulnerable and at-risk population in this City and is providing essential and basic human services - housing and support.

## **DISABILITY AND SENIOR CITIZEN ACCESS**

These funds do not provide specific benefits or programs for disabled or senior citizen access; however, if these individuals are in eminent danger of being homeless or are precariously housed, appropriate assistance will be available to them.

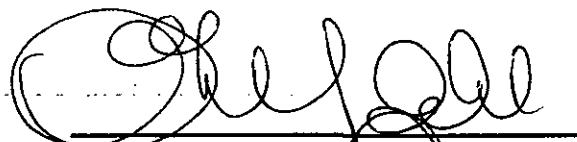
## **RECOMMENDATION AND RATIONALE**

Staff recommends that the City Council review the attached RFQ for the Oakland PATH Prevention and Rapid Re-housing Program and approve a resolution 1) authorizing the City Administrator to extend the Homeless Mobile Outreach Program contract with Operation Dignity to September 30, 2009 in the increased amount of \$76,905, for a contract total of \$384,525, and 2) authorizing the City Administrator to extend the Eden Council for Hope and Opportunity Rental Assistance Program contract to September 30, 2009 in the increased amount of \$23,250, for a contract total of \$209,250, and 3) authorized the City Administrator to enter into grant agreements for up to \$3,458,120 based on the results of the request for qualifications without returning to City Council.

**ACTION REQUESTED OF THE CITY COUNCIL**

The Department of Human Services requests that the City Council accept this report and approve a resolution 1) authorizing the City Administrator to extend the Homeless Mobile Outreach Program contract with Operation Dignity to September 30, 2009 in the increased amount of \$76,905, for a contract total of \$384,525, and 2) authorizing the City Administrator to extend the Eden Council for Hope and Opportunity Rental Assistance Program contract to September 30, 2009 in the increased amount of \$23,250, for a contract total of \$209,250, and 3) authorized the City Administrator to enter into grant agreements for up to \$3,458,120 based on the results of the request for qualifications without returning to City Council.

Respectfully submitted,




Andrea Youngdahl, Director  
Department of Human Services

Prepared By:  
Susan Shelton, Manager  
Community Housing Services Division

**ATTACHMENTS:**

- A-Request for Qualifications for Oakland's Homelessness Prevention and Rapid Re-Housing Program (HPRP)
- B-Evaluation

**APPROVED AND FORWARDED TO  
CITY COUNCIL:**



Office of the City Administrator

Item: \_\_\_\_\_  
Life Enrichment Committee  
June 23, 2009

# **DRAFT**

**Request for Qualifications:**

**Oakland PATH**

**Homelessness Prevention and  
Rapid Re-housing Program**

**Due July 24, 2009 at 4:00 p.m.**

# Oakland PATH Homelessness Prevention and Rapid Re-Housing Program Request for Qualifications

## Timeline

June 16, 2009	Conference for Interested Providers
June 30, 2009	City Council Review
July 6, 2009	Release of RFQ
July 24, 2009	Responses Due
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August 14, 2009	Recommendations to City Council
September 1-30, 2009	Contracts Executed
September 30, 2009	Allocations Complete
September 1, 2011	Funds 60% Expended
September 1, 2012	All Funds Expended

## Introduction

HUD has allocated funding to the City of Oakland under its Homelessness Prevention and Rapid Re-housing Program (HPRP) as part of the American Recovery and Reinvestment Act of 2009. As a partner to the Alameda County EveryOne Home plan, Oakland is collaborating in system wide coordination efforts and encourages collaborations across jurisdictions.

The City of Oakland intends to coordinate activities funded through HPRP with its Permanent Access to Housing (PATH) strategy in order to stabilize as many people as possible in permanent housing. Oakland is currently seeking responses from qualified agencies interested in providing these services. Oakland intends to support the development of at least one Housing Assistance Site (HAS) to provide the services described.

HPRP is focused on housing for homeless and at risk households. It will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless *but for* this assistance. The funds under this program are intended to target two populations of persons facing housing instability: 1) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit (prevention), and 2) individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain and retain it (rapid re-housing).

PATH funding is offered in conjunction with this funding in order to provide longer-term assistance and/or more intensive services to those who need them. PATH funds are intended to serve homeless individuals and families in the City of Oakland. In order to provide housing appropriate to those who need long-term assistance, Oakland is developing a partnership with the Oakland Housing Authority for the identification and provision of units to house homeless individuals and families.



Oakland PATH Homelessness Prevention and Rapid Re-Housing Program  
Request for Qualifications

**Principles of Service Philosophy**

Housing First: Homeless people will fare best when placed directly into housing and provided with an appropriate level of services to assist them in stabilizing.

Every homeless person entering services shall be treated with dignity and shall be directed toward the highest level of housing and economic independence possible.

Service provision will be characterized by flexibility and versatility to meet the diverse and changing needs of consumers.

Permanent housing programs are characterized by voluntary services components, with the emphasis on user-friendly services driven by tenant needs and individual goals.

Services aim to help people reduce the harm caused by their special needs, such as substance abuse, mental illness or health-related complications.

Services focus on helping tenants obtain housing or stay housed by assisting with the management of problems that interfere with their ability to meet the obligations of tenancy.

For services to homeless people to be effective, they must be directed toward and linked to permanent housing placements.

**Program Access**

Providers will participate in outreach efforts as defined by the City of Oakland necessary to reach the targeted populations. This may include but is not limited to utilizing written outreach materials provide by the City and presenting information about the program at appropriate forums as requested by the City.

Providers selected under this RFQ may receive referrals for the program from a number of sources including a countywide referral mechanism. This process is currently under development and may require that providers follow up within a specified period of time with clients who are referred by the centralized referral source. This mechanism will include a system for assigning those requesting services to a specific provider based on location. Providers will be expected to implement the agreements related to geographic targeting including the processes used to identify to which geographic region a client is assigned. In addition, providers should expect to participate in cross referral mechanisms between different providers based on countywide agreed upon procedures for cross county coordination.

## Oakland PATH Homelessness Prevention and Rapid Re-Housing Program Request for Qualifications

1. Prevention: This component serves individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless or assistance to move to another unit.

Prevention services in Oakland will be accessed through the following channels:

- 211: In order to ensure adequate outreach to those who would be eligible for the program, the City will contribute some costs towards a centralized information and referral service utilizing the County's existing 211 service as well as to broad based outreach efforts through Everyone Home, an organization facilitating county-wide coordination efforts.
- Outreach: Through supportive services providers and HPRP contractors, Oakland will conduct outreach to very low-income households in supportive, affordable, public, and other subsidized housing sites to ensure that the households most at risk of homelessness are assisted in a timely and efficient manner.

Prevention funds will be targeted to serve households earning below 25% of Area Median Income (AMI) and at imminent risk of homelessness, but may serve households earning up to 50% of AMI.

2. Rapid Re-Housing: This component serves individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need assistance in order to obtain and retain it.

Rapid re-housing services in Oakland will be accessed through the following channels:

- 211: In order to ensure adequate outreach to those who would be eligible for the program, the City will contribute some costs towards a centralized information and referral service utilizing the County's existing 211 service as well as to broad based outreach efforts through Everyone Home, an organization facilitating county-wide coordination efforts.
- Shelters: People who are homeless and sleeping in emergency shelters will be referred through shelter staff to the designated HAS for rapid re-housing services.
- Encampments: Intensive Case Managers or other outreach staff will visit known homeless encampment sites to engage and assist residents in locating appropriate housing options.
- Transitional Housing: Residents of transitional housing programs within the City of Oakland who are nearing the end of their eligibility will be referred by the housing provider for re-housing services.
- Outreach: Other individuals and families who are identified as eligible and most in need by program providers may also receive rapid re-housing services.

### **Services to be Provided**

The City of Oakland seeks qualified respondents to provide the following Housing Assistance Site services. Providers are encouraged to collaborate with other providers within the City of Oakland and

Oakland PATH Homelessness Prevention and Rapid Re-Housing Program  
Request for Qualifications

across jurisdictions within Alameda County in order to deliver the highest quality services. In some cases, the City may broker collaborations as part of the contract negotiation process.

**Assessment** of all clients referred by 211 or other identified referral agents. Each Housing Assistance Site will conduct an assessment for eligibility that will evaluate a household's resources and barriers. Assessment categories will include:

- Income sources, history
- Employment history, potential
- Benefits eligibility, history
- Diversion possibilities, resources
- Health/disability status
- Housing status, history

Completion of this assessment will assist the HAS in directing the household toward the appropriate mix of services. In this manner, some households will be paired immediately with employment or vocational assistance with short-term rental assistance, while others may be paired with income advocacy in combination with intensive case management and move-in costs or stop-gap subsidies while a source of permanent income-based assistance is identified.

Providers selected to operate programs under this RFQ will be expected to utilize a countywide risk assessment and targeting tool to be designed prior to program implementation. This tool will be used to assess potential clients for eligibility and to determine the appropriate level of service. This instrument is being designed as part of a countywide process involving input from both jurisdictional staff and service providers and may be modified locally to account for specific local targeting priorities. This tool may be adjusted during the course of the contract period and providers will be expected to adapt any modifications made to the tool during the course of the contract within the context of their program. Additionally, the tool will be linked to outcome tracking and measurement.

**Financial Assistance** necessary to prevent homelessness or rapidly re-house households:

- One time back rent payments (up to 6 months)
- Security deposit payments
- Moving costs (e.g. moving company, short term storage)
- Short term rental assistance (up to 3 months)
- Medium term rental assistance (up to 18 months)
- Back utility payment (up to 6 months)
- Utility deposits
- Utility payment assistance (up to 18 months)
- Motel vouchers
- Staff time to issue payments

Mortgage assistance is specifically excluded. No assistance can be provided to any program participant for more than 18 months.

Oakland PATH Homelessness Prevention and Rapid Re-Housing Program  
Request for Qualifications

**Housing (Re)location and Stabilization Assistance** necessary to prevent homelessness or re-house homeless households. Services must be directly related to housing stability and placement:

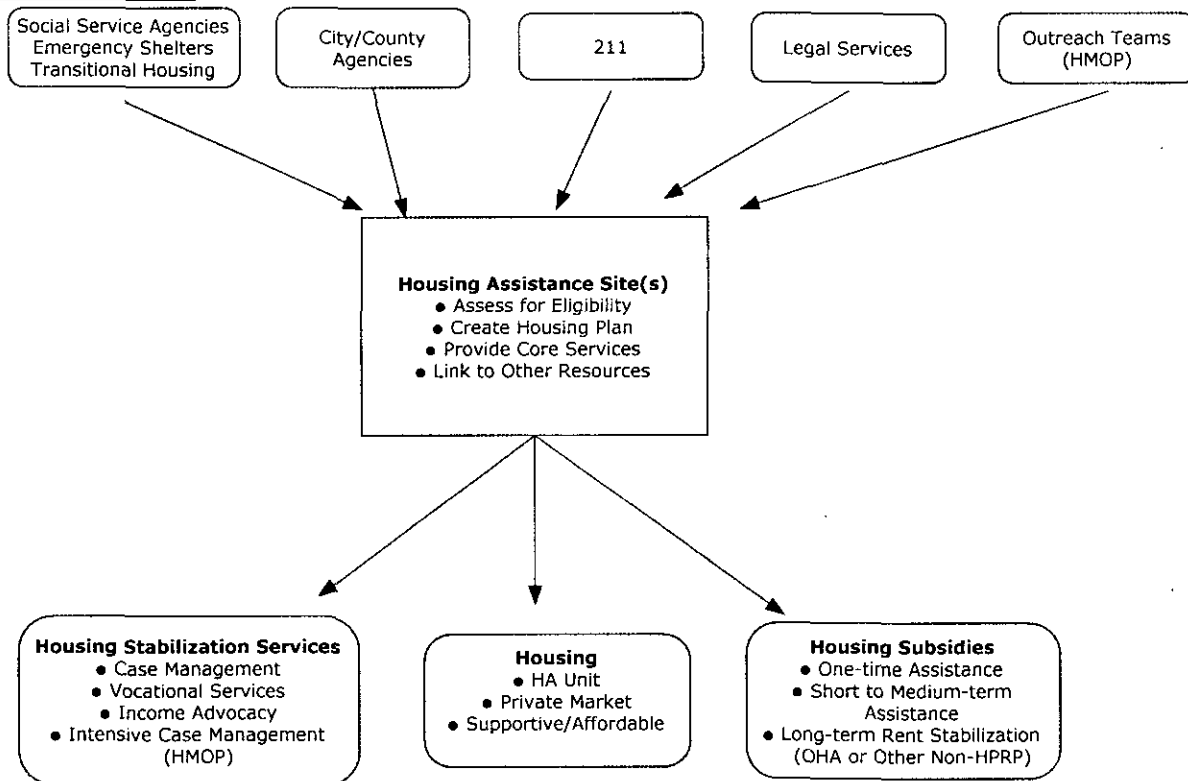
- **Housing planning.** Based on the initial assessment. Housing locators will be employed to assist in identifying appropriate housing opportunities and helping clients access those units;
- **Case management** to assist clients in gathering necessary documentation, accessing needed services, following through on housing opportunities, and participating in ongoing housing retention activities;
- **Outreach and engagement** to make eligible participants aware of PATH and HPRP programs;
- **Housing search and placement** (including ongoing assistance for the tenant and landlord after housing is secured);
- **Legal services** to help people stay in their homes (excluding legal services related to mortgages); and
- **Credit repair** (excluding payment of consumer debt).

**Intensive Case Management** to assist chronically homeless individuals and others living in homeless encampments to access rapid re-housing services and to obtain and maintain permanent housing. In the case of households likely to need long-term assistance and for whom employment is unlikely, Case Managers will work with the Oakland Housing Authority and other providers of subsidized housing to identify housing units with permanent subsidies attached.

**Linkages to Other Resources** Each HAS must have systems in place to refer clients to other services as needed. Case Managers should serve as a broker to these services and assist the client to access them.

# Oakland PATH Homelessness Prevention and Rapid Re-Housing Program Request for Qualifications

## Diagram of Services



## Outcome measures

Selected providers must track and report on outcome measurements to be defined by the City of Oakland. These outcome measurements will be universal throughout HPRP programs across Alameda County and will include both HUD required reporting information and local outcome tracking measures. Providers will enter client level data into the Countywide "In-HOUSE" HMIS system on an ongoing basis for all clients served under the HPRP. The HMIS system will be modified to specifically collect data relevant to the HPRP. Data requirements and outcome measurements are under development and may be modified during the course of the program.

## Coordinating Body

All contractors providing services through the HPRP will participate in a countywide coordinating body and learning community. This group will meet on a regular basis to share information, provide feedback about how the program is working and facilitate communication and coordination between different providers and jurisdictions.

Oakland PATH Homelessness Prevention and Rapid Re-Housing Program  
Request for Qualifications

**Cost Allocations**

<b>Oakland PATH HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$ 995,750	\$1,176,000	\$2,171,750
Housing Relocation and Stabilization Services <sup>2</sup>	\$ 426,804	\$ 503,260	\$ 930,064
Intensive Case Management		\$ 400,000	
<b>Subtotal</b> (add previous two rows)	<b>\$1,422,549</b>	<b>\$1,679,265</b>	<b>\$3,101,814</b>

<sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

**Funding Guidelines**

For program services funded under HUD, providers will be expected to comply with guidelines described at this site: [http://www.hudhre.info/documents/HPRP\\_Notify\\_3-19-09.pdf](http://www.hudhre.info/documents/HPRP_Notify_3-19-09.pdf)  
Should we attach as addendum?

For program services funded under the City or Oakland PATH, providers will be required to comply with the following guidelines:  
Attach Oakland Requirements

**Statement of Qualifications**

This RFQ will identify providers that have the capacity and experience and are interested in expanding or redirecting their current activities to prevent homelessness and to rapidly re-house those who have become homeless. A panel comprised of City and community representatives will select qualified providers to participate in the program development process and will recommend collaborations based on strengths and locations.

The Selected Provider(s) will need to demonstrate:

1. A staff team with qualifications related to homelessness prevention, permanent housing placement services, rental assistance, and support services.

Oakland PATH Homelessness Prevention and Rapid Re-Housing Program  
Request for Qualifications

2. A philosophy and history of moving homeless households into permanent housing as quickly as possible, consistent with Oakland PATH funding principles.
3. Sufficient readiness to immediately implement the demonstration program.
4. Good standing with all government and funding contracts.
5. Ability and system(s) for documenting and evaluating program effectiveness, and capacity for HMIS data entry.

**SUBMISSION REQUIREMENTS**

Organizations interested in responding to this RFQ must submit the following information, in the order specified below.

1. Introduction and Executive Summary (no more than 2 pages)

Submit a letter of introduction and executive summary of the submission. If this is a proposed collaboration with subcontractors, the subcontractors must be identified by name, and their role must be described in the summary. The letter must be signed by a person authorized by your organization to obligate your organization to perform the commitments contained in the submission. Submission of the letter will constitute a representation by your organization that your organization is willing and able to perform the commitments contained in this submission, as well as the ability to comply with HUD HPRP guidelines.

2. RFQ Proposal Detail

Respondent: \_\_\_\_\_

Subcontractors (if applicable) \_\_\_\_\_

Location of Services \_\_\_\_\_

Applying for: (Check)

Assessment/Prevention Services: \_\_\_\_\_

Housing Planning/Locator Service: \_\_\_\_\_

Subsidy Administration: \_\_\_\_\_

Intensive Case Management \_\_\_\_\_

Support Services/Information, Referral, Follow-up \_\_\_\_\_

3. Description of Qualifications

Respondents must have 3 years experience providing the same service(s) as described in this RFQ. Experience must include the provision of services to clients who present with either or both mental health and substance abuse needs. This requirement can be met either by the experience of the organization, or the demonstrated experience of staff proposed to work on the proposed model.

Oakland PATH Homelessness Prevention and Rapid Re-Housing Program  
Request for Qualifications

- A. Provide a list of similar programs each proposing agency has provided. For each program, provide the following, clearly describing each program by agency, if more than one agency is applying in this submission:
1. Name of program
  2. Clients served per month
  3. Short description of outcomes and data collection
  4. Years in operation
  5. Funding agency
  6. Funder reference or contact information
  7. Annual program budget
  8. Any failure or refusal to complete a contract
- B. Describe methods currently in use for data collection, documentation, and reporting service and outcome data. Describe the method(s) by which service and outcome objectives will be evaluated.
- C. Describe the agency capacity for consumers to offer input on the delivery of services.
- D. Describe the staff and their experience regarding services, outreach, evaluation, administration, and housing placement.
- E. Provide an organizational chart, which details the oversight structure.
- F. Describe the types of training that staff have received or are expected to receive in order to provide the services described.
- G. Describe program supervision and management.



Oakland PATH Homelessness Prevention and Rapid Re-Housing Program  
Request for Qualifications

5. Cost Description

Please describe your agency's expected cost per client served. This calculation should be based on the number of clients you expect to serve per month, the number of staff required for direct services, and the amount required for operations and overhead. Please note that this project will have only 2.5% of funds available for provider administrative costs. Please use this table to break down costs by category, assuming a 36 month program:

<b>Amount and Distribution of HPRP Funds applied for (by eligible category):</b>			
<b>Category</b>		<b>Amount</b>	
1	Financial Assistance	\$	
2	Housing Relocation and Stabilization Services	\$	
3	Data Collection and Evaluation (Up to 2.5%)	\$	
4	Administrative Costs (Up to 2.5%)	\$	
<b>TOTAL Funding Request</b>		<b>\$</b>	
# Clients Served:			
Cost per client:			

**Grant Award**

DHS plans to make multiple awards through this procurement process, and will select proposers with whom staff shall commence negotiations. The selection of any submission shall not imply acceptance by the City of all terms of the particular proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory agreement cannot be negotiated in a reasonable time the City, in its sole discretion, may terminate negotiations with that proposer and begin contract negotiations with another ranked proposer.

## ATTACHMENT B

**Eden Council for Hope and Opportunity (ECHO) has been funded with Community Development Block Grant funds for the FY07 through FY 09. They have provided counseling and rental assistance to low and moderate income individuals and families at risk of becoming homeless. The Rental Assistance Program provides down payment assistance and back rent guarantees to stabilize and re-house households who are otherwise capable of paying rent. ECHO has been funded for many years under the CDBG Housing Services Program and consistently meets all contractual requirements.**

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**The Homeless Mobile Outreach has been operated by Operation Dignity, Inc., for over five years. The last fiscal year proved successful in Operation Dignity meeting their program standards, clean financial audit and reports and payment requests were on time and substantially accurate. Operation Dignity provides staffing and support for the Homeless Mobile Outreach and have a respected and established reputation throughout the seven districts within Oakland. They provide harm reduction services, outreach and support to people living in encampments, and clean up and/or coordinate clean up efforts at the encampment sites throughout the city of Oakland.**

2009 JUN 11 PM 8:05

  
Oakland City Attorney's Office

## OAKLAND CITY COUNCIL

Resolution No. \_\_\_\_\_ C.M.S.

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_

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**A RESOLUTION 1) AUTHORIZING THE CITY ADMINISTRATOR TO EXTEND THE HOMELESS MOBILE OUTREACH PROGRAM CONTRACT WITH OPERATION DIGNITY TO SEPTEMBER 30, 2009 IN THE INCREASED AMOUNT OF \$76,905, FOR A CONTRACT TOTAL OF \$384,525, AND 2) AUTHORIZING THE CITY ADMINISTRATOR TO EXTEND THE EDEN COUNCIL FOR HOPE AND OPPORTUNITY RENTAL ASSISTANCE PROGRAM CONTRACT TO SEPTEMBER 30, 2009 IN THE INCREASED AMOUNT OF \$23,250, FOR A CONTRACT TOTAL OF \$209,250, AND 3) AUTHORIZE THE CITY ADMINISTRATOR TO ENTER INTO GRANT AGREEMENTS FOR UP TO \$3,458,120 BASED ON THE RESULTS OF THE REQUEST FOR QUALIFICATIONS WITHOUT RETURNING TO CITY COUNCIL**

**WHEREAS**, on February 17, 2009, President Barack Obama signed the American Recovery and Reinvestment Act (ARRA) of 2009, which included \$1.5 billion allocation nationally for a homelessness prevention fund; and

**WHEREAS**, the City of Oakland received ARRA funding through a federal formula allocation in the amount of \$3,458,120 that was formally accepted and appropriated by City Council on May 5, 2009 through Resolution Number 81970 C.M.S.; and

**WHEREAS**, the City of Oakland will release an RFQ for these funds no later than July 6, 2009 for the Oakland PATH Homelessness and Rapid Re-housing Program and responses to this RFQ will be due at 4:00p.m. on July 24, 2009; and

**WHEREAS**, Oakland PATH Homelessness Prevention and Rapid Re-housing Program (HPRP) is designed to align and leverage its programs currently funded through Oakland PATH (Permanent Access to Housing) by modifying and redesigning various aspects of currently funded programs, most specifically Homeless Mobile Outreach Program for Rapid Re-housing, whose re-design should be completed by September 30, 2009; and

**WHEREAS**, Eden Council for Hope and Opportunity (ECHO) currently operates the City of Oakland's Rental Assistance Program (RAP) and its current design does not meet HPRP standards and therefore need to align its current activities to be consistent with HPRP and apply to the City's RFQ accordingly; and

**WHEREAS**, the U.S. Department of Housing and Urban Development has required that all HPRP funding be contracted and ready to begin activity no later than September 1, 2009, therefore all re-design and modification work must be completed and programs in place by that date; now, therefore, be it

**RESOLVED:** That the City Administrator, or his designee, as agent of the City is hereby authorized to negotiate and execute grant agreements without returning to City Council based on the results of the Oakland PATH Homelessness Prevention and Rapid Rehousing Request for Qualifications for the purpose of providing prevention and rapid rehousing services to homeless and at-risk populations; and to conduct all negotiations, execute and submit all documents, and including but not limited to, agreements, amendments, modifications, payment requests, and related action which may be necessary in accordance with this Resolution and its basic purpose; and be it

**FURTHER RESOLVED:** That the FY 2008/09 grant agreement for the Homeless Mobile Outreach with Operation Dignity Inc. be extended to September 30, 2009 in the increased amount of \$76,905; and funding to cover this amount will come from General Fund (1010), DHS Administration Organization (78111), Third Party Grant Contracts-Earned Account (54912), Homeless Mobile Outreach Project (G363410); and be it

**FURTHER RESOLVED:** That the FY 2008/09 grant agreement for the Rental Assistance Program with Eden Council for Hope and Opportunity be extended to September 30, 2009 in the increased amount of \$23,250, and funding to cover this amount will come from HUD-CDBG Fund (2108), HCD-CDBG Coordination Organization (88949), Third Party Grant Contracts-Earned Account (54912), HUD CDBG Project (G06250); and be it

**FURTHER RESOLVED:** That the Amendments and Agreements authorized under this resolution shall be reviewed as to form and legality by the Office of the City Attorney and copies will be filed in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, QUAN, REID, AND  
PRESIDENT BRUNNER

NOES -

ABSENT -

ABSTENTION -

ATTEST:

\_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council of  
the City of Oakland, California