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Agency

MEMBERS

City of Sacramento

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Housing Authority of the  
City of Sacramento

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County of Sacramento

# Sacramento Housing and Redevelopment Agency

## Request for Proposals

### **X Street Navigation Center**

**RFP #: 2023-DS**

**May 4, 2020**

#### **Submittal Deadline**

**12:00 PM – June 12, 2020**

Sacramento Housing and Redevelopment Agency  
Procurement Services – 2<sup>nd</sup> Floor  
801 12<sup>th</sup> Street  
Sacramento, CA 95814  
(916) 440-  
1378 [ps@shra.org](mailto:ps@shra.org)

The Request for Proposals solicitation document is available on  
Planet Bids at the following

link: [https://www.planetbids.com/portal/portal.cfm?CompanyID=40356  
&BidID=72325](https://www.planetbids.com/portal/portal.cfm?CompanyID=40356&BidID=72325)

***If you intend to submit a proposal please register and download the  
RFP from PlanetBids in order to receive answers to questions,  
changes or updates.***

# Sacramento Housing and Redevelopment Agency

## Request for Proposals

### X Street Navigation Center

(RFP# 2023-DS)

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## Background

The Sacramento Housing and Redevelopment Agency (SHRA) is soliciting proposals from experienced, qualified organizations to operate the X Street Navigation Center at 2970 X Street, Sacramento, CA (the “Project” or “X Street Navigation Center”)(see Attachment C).

SHRA is a Joint Powers Authority created by the City and County of Sacramento to represent both jurisdictions for affordable housing and community redevelopment needs.

The Project is located under Business 80, at the intersection of Alhambra and X Street in District 5 (District). This is just east of Downtown Sacramento, within the City limits.

The Project is designed to shelter up to 100 guests nightly. Utilizing housing-focused and low-barrier practices, the Project will serve up to 100 unsheltered guests from the surrounding community each night. To ensure the most vulnerable unsheltered individuals are able to immediately access the Project, the responding proposal (Proposal) must prioritize serving individuals who are experiencing literal homelessness, meaning those who are unsheltered or living in a public or private place not meant for human habitation, including but not limited to sidewalks, cars, tents, parks, bus stations, and abandoned buildings.

The most recent Homeless Point-in Time Count, published by Sacramento Steps Forward (SSF) for the Sacramento Continuum of Care (CoC), indicated that on any given night, 5,570 individuals experience homelessness throughout the County of Sacramento. According to the same report, this represents a 19% increase in homelessness in Sacramento County since 2017. Of the 5,570 individuals experiencing homelessness, approximately 70% (3,900 individuals) experience unsheltered homelessness. 73% of them (2,585 individuals) are located in the City of Sacramento.

The Point-in-Time Count also shows that a significant proportion of unsheltered adults report having severe disabilities and/or health conditions that correlate with their prolonged experiences with homelessness. Some of the disabilities and/or conditions reported are:

- 26 percent have a debilitating cognitive or physical impairment;
- 21 percent have a severe psychiatric condition (such as severe depression or schizophrenia);
- Eight percent (8%) indicated an ongoing medical condition (diabetes, cancer, or heart disease);
- Nine percent (9%) reported that their use of alcohol or drugs prevents them from keeping a job or maintaining stable housing;
- Most who indicated having a disabling condition (77%) cited two or more specific conditions; the most common combination being a psychiatric condition coupled with a cognitive or physical impairment.

Through a collaborative approach with local partners, SHRA anticipates prioritizing persons living in the vicinity of the Project and Council District 5 more broadly. Many of these homeless individuals

have complex medical, addiction, mental health, and social needs and have experienced longer than average lengths of time suffering from homelessness, detachment from services, and limited income.

The Proposal must be received from a current 501(c)(3) non-profit organization that is both in good standing with the State of California and not on the federal disbarment list.

The Proposal must focus onsite services explicitly on services that support the re-housing of individuals in the Project. The Proposer will actively collaborate with community partners for the provision of supportive services, such as behavioral health, substance abuse treatment, employment training, and continued education. Such practices will ensure that Project guests do not rely on Project staff for long-term supportive services and will encourage Project guests to engage with the community as they work toward re-housing.

The Proposal will describe plans to include/meet the following requirements:

- Plans for street engagement, sheltering, and re-housing activities at the Project;
- 24/7 shelter operations with focus on re-housing services, utilizing 100 beds in a sprung structure;
- Plans to connect Project guests to behavioral health services, health care, and harm reduction services in order to remove barriers to Project guests' re-housing;
- Plans to connect Project guests to Alcohol and Other Drugs (AOD) services in order to remove barriers to Project guests' re-housing;
- A consumer-centric approach to program engagement;
- Low or no barriers to shelter entry;
- Partnerships with neighboring organizations, city teams, and/or non-profit agencies such as (but not limited to) the X Street Navigation Community Advisory Committee (Community Advisory Committee), City Impact Team, City's Department of Public Works, community service providers, and charitable organizations to reduce the homeless street population in the community; and
- The attached Shelter Standards (Attachment B).

The Proposal must provide how the Proposer will achieve the following programmatic goals (as required by the State grant):

- 1) Reduce the number of individuals experiencing unsheltered homelessness in the vicinity of the Project (within one mile radius);
- 2) Connect guests with stable housing for long-term stability within 6 months;
- 3) Transition at least 40% of guests to a non-homeless destination (permanent housing, transitional housing, treatment, rapid re-housing, reunification);
- 4) Improve income through employment and/or access to cash benefits;
- 5) Improve non-cash benefits such as health insurance;
- 6) Average a vacancy rate of no more than 5% per night;
- 7) Serve a minimum of 300 unique (unduplicated) participants, annually; and
- 8) Serve 90 percent of total annual enrollment from the literally unsheltered homeless population.

In addition, the operator should consider other programmatic goals of importance to the community.

- 1) Leveraging and coordinating services with existing non-profit partnerships in the community, related specifically to:
  - a. Outreach and referral;
  - b. Coordination of case management/supportive services to the guests;
  - c. Re-housing services, from shelter to permanent housing; and
  - d. Coordination of alternatives that support the safety of guests and neighbors.

## **PERFORMANCE METRICS**

During the funding period, the following metrics will be used to evaluate the initiative, including but not limited to:

- 1) The number of unduplicated guests served;
- 2) The number of guests with multiple enrollments;
- 3) The number of guests entering from the shelter vicinity;
- 4) Guest lengths of stay; and
- 5) Guest exits to:
  - o Permanent housing; and
  - o Other successful placement;
- 6) Calls for service; and
- 7) Responsiveness to local neighborhood issues, including but not limited to: the quantity and quality of partnerships with local non-profits, the rate of re-housing success, and the successful implementation of solutions that facilitate the safety of guests and neighbors.

## **Funding Scope of Work**

### **TARGET POPULATION**

People living in the City of Sacramento. Priority will be given to those in the immediate vicinity of the Project who are experiencing literal homelessness or are experiencing domestic violence, regardless of race, ethnicity, religious belief, sexual orientation, or gender identity. (See *Key Terms* and *Shelter Standards*.)

### **ANTICIPATED FUNDING**

The funding available for the Project will not exceed a total of \$5,040,000 for an anticipated two-year term; \$3,600,000 for operations of the Project and \$1,440,000 for re-housing services and expenses. 50 percent of these funds will be available for Year 1 and the remaining 50 percent for Year 2.

A one-year contract will be awarded, which may be renewed for an additional year based on performance and funding availability. SHRA will not renew the contract if the contractor is not meeting contract expectations (e.g., performance measures, or tasks outlined in the scope of work), or is deemed to be in violation of local, state, or federal laws/regulations.

See attachment G for sample contract.

## **STATE FUNDING REQUIREMENTS**

The Project is partially funded through the State of California’s (the “State”) Homeless Housing, Assistance, and Prevention program (“HHAP”). HHAP funding will be allocated to the City of Sacramento (the “City”), and these funds will be transferred to SHRA to oversee the operations of the shelter. All funding received from the State must follow State regulations and reporting requirements. The selected Proposer will be required to:

- Comply with all requirements of the State (HHAP grant), the City, and SHRA;
- Ensure all reporting requirements for this funding are met; and
- Support SHRA in the collection of data for reporting to the State and others.

The Project must comply with any new law or regulation as it is adopted.

## **RE-HOUSING SERVICES**

The core goal of the Project is to successfully re-house eligible guests in safe, affordable, and permanent housing. The Proposer will be responsible for working with a variety of community partners to assist guests in securing housing.

SHRA has included \$1,440,000 in the Project budget for re-housing services for a two year period (\$720,000 per year). These funds will provide flexible dollars for rental subsidies, one-time housing costs, and to fund staff providing re-housing services. The Proposer must tailor housing placements to each individual guest’s needs, employing a “whatever it takes” approach to assisting guests in their transition from homelessness to housing stability.

Eligible services to be funded by SHRA through the re-housing component of the Project may include, but are not limited to:

- The employment of a “screening in” philosophy, interviewing housing applicants, obtaining their authorization, and conducting all follow-up as needed or required;
- Housing location services, including but not limited to: assisting guests with locating affordable permanent housing, establishing relationships with landlords or agencies willing to provide affordable permanent housing to guests, and assisting with negotiating rental agreements;
- Administration of local financial assistance, including but not limited to: short term rental subsidy payments and move-in funds to assist guests with timely security deposits, household goods and furnishings, or utility deposits. Strong financial controls must be in place to govern the disbursement of funds with robust capabilities for tracking, reporting, and data analysis;
- Coordination of lease signing, coordination of guest move-in, and assistance of support service providers to orient new tenants to their new place of habitation;

- Provision of support services to former guests for the first 6 months after being re-housed to ensure that housing is retained and maintained.

### **PROGRAM STANDARDS AND PRINCIPLES**

The Project will operate under the attached Shelter Standards (see Attachment B). Providers must have written policies and procedures that incorporate these standards and principles.

Should unforeseen circumstances such as a pandemic occur at any time during the operation of the Project, the chosen operator must be flexible to adjust to such unusual circumstances based on ongoing dialogue with the State, City and SHRA.

## **SUBMISSION PROCEDURES, REQUIREMENTS AND SELECTION PROCESS**

### **Contact**

Questions related to the program scope of services should be submitted through PlanetBids no later than 12:00 p.m. on June 2<sup>nd</sup>, 2020:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=40356&BidID=72325>

Questions concerning the submittal process and requirements are to be submitted to PlanetBids no later than 12:00 p.m. June 2<sup>nd</sup>, 2020.

If there are questions related to submitting inquiries to PlanetBids please contact:

Procurement Department  
Sacramento Housing and Redevelopment Agency  
801 12th Street  
Sacramento, CA 95814  
Darrin Samford  
[dsamford@shra.org](mailto:dsamford@shra.org)

Inquiries regarding any aspect of this RFP must be submitted to PlanetBids. Written replies to all inquiries will be furnished to all organizations that have requested the RFP document from Procurement Services. Procurement Services will maintain a list of all firms that have requested and received the RFP document. SHRA will not be responsible for oral or other explanations / interpretations of the RFP document or procedures. If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be issued to all firms that have received the RFP document.

Any questions about this RFP should be directed to PlanetBids at:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=40356&BidID=72325>

## **Pre-Proposal Meeting**

Thursday, May 21, 2020  
10:00 a.m.

Please check [www.shra.org](http://www.shra.org) 'Doing Business with SHRA' section by Wednesday, May 20, 2020 for details regarding the meeting (for virtual meeting)

## **Time and Place for Submission of Proposals**

Organizations interested in providing services for this project shall closely examine the specific submittal requirements and submit six (6) bound copies (the original application must be signed) and one flash drive of their proposal to:

Sacramento Housing and Redevelopment Agency  
RFP #2023-DS  
Attention: Procurement Services  
801 12<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95815

**All proposals must be received no later than 12:00 P.M. on Friday, June 12, 2020.** If the proposal is late, incomplete or lacking in the number of copies required, that organization will be eliminated from consideration. Postmarks, e-mails and faxed proposals will not be accepted. After selection and execution of the contract all information and materials provided in each proposal received is subject to disclosure through a Public Records Request pursuant to the California Public Records Act.

## **Application Submission**

1. Proposals are to be bound, standard sized (8.5" x 11") pages. Be sure to fully address each item listed as part of your RFP submittal. To facilitate review by the Selection Committee, please submit information in accordance with the following format, identifying each item, in order, by the appropriate number and letter. Number each page.
2. A minimum 11-point point font is required for use in response to all narrative questions. A minimum 10-point font is required for use in the Project Budget (Attachment A).
3. Answer each question fully. Accurate information and complete forms are required. The information provided in the application should be written as though the reviewers have no prior knowledge of your agency or programs. Ensure responses describe the specific proposed project, and not the agency's general mission. The more clearly the project and the services proposed are described, the better the application will be understood. Applicants are strongly encouraged to thoroughly read the RFP and questions, being careful

to respond completely.

4. All budgets and forms must be on standard sized (8.5" x 11") pages Do not include legal size narratives or forms.
5. All application pages, budgets, and forms should include the project and agency name in the footer.

**Submittal Review**

Submittals will initially be reviewed after they are received to confirm that they follow the proposal format. Proposals that do not follow the format may be considered non-responsive and may not be submitted to the Selection Committee for evaluation.

**EVALUATION CRITERIA**

Proposals submitted in response to this RFP will be evaluated under the following criteria:

Scoring	Points
A. Organizational Experience and Capacity	15
B. Program Design	20
C. Service Approach	30
D. Collaboration/Leveraged Services	20
E. Budget and Cost Efficiency	15
Total	100

# PROPOSAL

## Cover Letter

A Cover letter introducing your organization or agency, its location, purpose/mission, history, and team experience with similar projects. The letter should be executed by an authorized signatory on agency letterhead. Please also include the following information:

- Amount of funding being requested and a brief project summary;
- Name of primary point of contact and his/her address, phone number, and email;
- Your intent to comply with all labor, wage, employment, and State Requirements as detailed in this solicitation.
- Please provide the following information for a project contact person, a financial contact person, and an authorized contact.

	Name	Title	Phone and Email Address
<b>Project Contact</b> Staff person who will work on this project on a daily basis and can answer programmatic questions.			
<b>Financial Contact</b>			
<b>Agency Executive Director</b> Person authorized to make commitments on behalf of the organization.			

## Proposal Narrative:

Proposals will be evaluated for responsiveness by the proposer to the RFP requirements, feasibility of program, and ability to meet Shelter Standards objectives and outcomes.

Sections to be included in the Proposal Narrative are as follows:

### **A. Organization Experience and Capacity (15 points)**

The selected Proposal will describe an adequate number of qualified and experienced staff to perform the required program service components consistent with the service model and all other requirements of this RFP. The selected provider must ensure that program managers/supervisors and line staff will be provided the necessary training and have the necessary experience to provide quality

services through the term of the contract. The Proposal must demonstrate the following organizational capacity:

- Knowledge of how to serve un-housed adults, evidenced by prior or current operation of a successful program serving a similar population and of a similar nature.
- The ability to honor, understand, and respect beliefs, lifestyles, attitudes, and behaviors demonstrated by diverse groups of people, and the ability to function effectively in the midst of cultural differences.
- The ability to address the needs of diverse populations whose models of engagement or cultural standards differ from mainstream practices or who speak another language.
- The commitment and experience of the organization reflects effective, mutually beneficial relationships with other organizations that are reflective of the populations being served.
- Staff training on relevant community resources and social service programs is on-going.
- The organization is skilled at providing strength-based supportive services.

**1) Experience:** Describe the organization's experience operating a shelter for the homeless, including the number of years and funding partners. Information should include the number of partners, size and type of funding partners etc. Specifically, list all past experience providing street engagement and emergency shelter services for individuals experiencing long term (or chronic) homelessness with complex issues similar to the unsheltered population. If your organization's experience is related to a different population, please specify. Please provide:

- a. Name of project, budget, date and services provided.
- b. Number served in the program and outcomes related to exits to permanent housing placements.
- c. A discussion of any operational or community challenges faced, and solutions developed by the team is highly recommended.

**2) Staffing:** Describe proposed staffing structure. Please provide:

- a. Program organizational chart, including essential duties, percentage of time dedicated to this Project and his/her qualifications.
- b. Job descriptions and minimum qualifications, for all staff working on this Project. NOTE: All staffing **must** be identified in the budget. Organizational charts for the proposed programs **must** be attached. Please provide an estimate of number of new hires that will be required.
- c. Resumes for individuals for key staff who will be directly administering the program.
- d. Proposed staff training, including evidenced-based training (e.g., motivational interviewing).

**3)** Describe any outstanding monitoring or audit findings.

## **B) Program Design (20 points)**

SHRA expects operator to:

- Reduce any impacts the Project has on the immediate neighborhood;
- Deliver quality 24/7 sheltering and housing stabilization services;

- Facilitate permanent housing of guests and increase flow to successful housing exits; and
- Strengthen collaboration among other publicly funded shelters, SHRA, the City and County, and the community.

**1) The Proposal shall include a strategy for Community Engagement.** The Proposer is expected to have regular, meaningful engagement with shelter guests, the homeless population and the broader system of stakeholders working to address homelessness in the immediate vicinity and throughout the City and County. Types of engagement may include but are not limited to:

a) Engagement with target population

- i) Street outreach and engagement: include information on how your organization will successfully engage street population in and around Oak Park, Curtis Park and the Alhambra/Broadway corridor to offer support and transition into the shelter.
- ii) **Make** note of any challenges and barriers that may arise and how the organization plans to mitigate such issues.
- iii) List any prior experience conducting street outreach, including partnership with Oak Park community-based organizations and local health providers.

b) Engagement with broader system and key stakeholders

- i) Ongoing, results-driven engagement with local community partners, including but not limited to: the Downtown Streets Team, the Sacramento Food Bank & Family Services, WellSpace Health, Greater Sacramento Urban League, local faith based partners, SETA, American Legion High School, Asian Resources, and others. This is **not** an exhaustive list but a sample of local partners. It is encouraged that the Proposer reach out to any local community partner.
- ii) Purposeful coordination with Council District 5 Partners, such as the Community Advisory Committee, SHRA and City Council offices.

**2) Describe the Referral Process Strategy** The Proposer will be required to assess and engage individuals experiencing homelessness in the vicinity of the shelter within the Project area in an effort to support the transition into the shelter.

Frequent attempts to establish a relationship should be made. Street outreach will be the “front door” to the shelter. In addition, the selected Proposer will work in close coordination with the Sacramento Police IMPACT Team, and outreach navigators to accept referrals and develop a standardized method to assess and prioritize individuals needing assistance and streamline the process for entry. In addition, the Shelter Standards outlined in *Attachment B Sacramento Community Shelter Standards* must be followed.

**3) Describe the Participant Engagement Strategy**

Proposal shall provide means for guests to provide program input. Describe:

- i) The process for guests providing comments/suggestions.
- ii) Guest empowerment while staying at the Project.
- iii) The Grievance Procedure.

**4) Describe Record Keeping and Reporting**

The selected Proposer will be required to immediately input all client-level data, including

demographics, in real time into the Sacramento Homeless Management Information System (“HMIS”), managed by Sacramento Steps Forward and to comply with the Sacramento community’s HMIS data standards. Shelters must have written intake and client recordkeeping procedures, must have files that include intake interviews and records of services provided, and must enter this data into HMIS.

Describe how your organization currently tracks and measures program outcomes and uses data to improve performance. Please provide a specific example of how data is used to align with best practices. If not currently done, describe the organization’s plan to track outcomes with this Project.

Describe the plan for program oversight as it relates to measuring and evaluating program output(s) and outcome(s). Also indicate the title of the person(s) responsible for tracking/compiling/measuring information and the frequency for doing so, the title of the person(s) responsible for monitoring/evaluating progress and the frequency for doing so, the methods used for measurement/evaluation, and how program oversight will improve outputs/outcomes.

## **5) PROGRAM GOALS**

The operator of the shelter must seek to meet the following programmatic goals (as required by the State grant):

- a) Reduce the number of individuals experiencing unsheltered homelessness in the vicinity of the Project.
- b) Within six months connect guests with stable housing for long-term stability.
- c) Exit at least 40% of guests to a non-homeless destination (permanent housing, transitional housing, treatment, rapid re-housing, re-unification)
- d) Improve income through employment and/or access to cash benefits.
- e) Improve non-cash benefits such as health insurance.
- f) Average vacancy rate of no more than 5% per night.
- g) Serve a minimum of 300 unique (unduplicated) participants, annually, and
- h) Serve 90 percent of total annual enrollment from literally unsheltered homelessness.

The operator should consider other programmatic goals of importance to the community: Leveraging and coordinating services with existing partnerships with non-profits in the community especially related to:

- a. Outreach and referral.
- b. Coordination of case management/supportive services to the guests.
- c. Re-housing services; from shelter to permanent housing.
- d. Coordination of other alternatives supporting the safety of guests and neighbors.

## **6) PERFORMANCE METRICS**

During the funding period, the following metrics, among others, will be used to evaluate program

performance:

- a) Number of unduplicated participants served;
- b) Number of participants with multiple enrollments;
- c) Number of participants entering from the Project vicinity;
- d) Guest lengths of stay;
- e) Guest exits to:
  - i ) Permanent housing; and
  - ii) Other successful placement;
- f) Calls for service; and
- g) Responsiveness to local neighborhood issues, including but not limited to the number and quality of partnerships with local non-profits, re-housing success and alternatives supporting the safety of guests and neighbors.

## **C) Service Approach (30 Points)**

### **1) SERVICE MODEL**

Proposer must demonstrate how it will satisfy the following requirements.

SHRA seeks an existing Shelter Provider who is skilled in providing humane care that preserves individual dignity and respect to those experiencing homelessness. Services shall be inclusive of participants as full partners in their treatment and care. Policies and procedures must ensure participants' privacy and rights are protected. Participants shall have the right to religious liberty under nondiscriminatory protections. All guests reserve the right to present complaints and grievances per the selected Provider's Grievance Procedure as approved by SHRA, in their Procedures Manual.

The Project will provide shelter services with 24/7 accommodations for up to 100 guests at any point in time. Admittance to the Project will be based on referrals only—individuals will not be admitted on a walk-in basis. The Provider will provide low barrier entry and service participation for referred individuals and to the extent possible, allow for accommodations of participants with pets, partners, and limited personal belongings. Guests will be allowed to enter and leave the shelter site at reasonable hours in accordance with written rules of the program. Stable exits to permanent housing will be the primary objective and on-site case management will begin immediately to connect program participants to stable income, public benefits, housing services, behavioral health services as needed, and community based supportive services.

The following competencies shall be an integral part of the program design:

- Low Barrier Access and Services;
- Housing First;
- Harm Reduction;
- Alcohol & Other Drug (AOD) prevention/intervention/treatment;

- Trauma Informed Care;
- Client Centered.

All services should directly support the goal of stabilization and re-housing consistent with the Shelter Standards outlined in Attachment B. Case management should facilitate connection to mainstream and community-based services that improve health, income, and advancement towards housing placement and ongoing stability.

SHRA is committed to creating a shelter community where all are welcome, where all are supported, and where all have opportunities to thrive. Please describe how your organizational values align with the SHRA’s core values, listed below, and how you will ensure these values are integrated into daily services for shelter participants:

- Compassionate to the needs of those most vulnerable in our community; and
- Responsive to the concerns and impacts of homelessness on the greater community;
- Inclusive of the variety of partners needed to make a substantial impact; and
- Oriented to the needs of those we are trying to serve.

In the narrative, please describe

- The case management to client ratio that your budget supports. Be as specific as possible. How are cases assigned and/or changed?
- Does your ratio meet or exceed best practices, or is it sufficient to meet the housing goals in this RFP?
- The organization’s commitment to delivering services with cultural competency by discussing the area’s below:
- How issues regarding cultural and linguistic competency are addressed and what quality assurance systems are in place to assure continual improvement.
- Any special resources, procedures or approaches that make the services of Proposer particularly advantageous to the guests served.

## **2) Describe the Service Delivery Strategy**

The City and County have collaboratively developed guiding principles and standards to ensure a consistent quality of care across all City and County navigation centers/shelters to operationalize the commitment to providing low barrier, housing first, and consumer-centric shelter services. This RFP requires that the selected Provider meet these operation standards. A copy of the current standards is included as Attachment B to this RFP and must be incorporated into the selected shelter operations. Any written program documents must reflect these standards. These standards will continue to evolve to reflect best practices.

The selected Proposer must demonstrate an understanding of program requirements and the needs of the target population. There must be a clear link between the services and the target population’s advancement towards housing and stability as outlined in this RFP.

The narrative should clearly and concisely describe the proposed program. The description must:

- 1) Specifically list how the services in the proposal response will meet or exceed the requirements

of the sheltering program as described;

- 2) Explain any special resources, procedures or approaches that make the services of Proposer particularly advantageous to the development of services at the Project;
- 3) Demonstrate the ability to implement this program in a timely manner consistent with the timeframe and start date proposed on this RFP.

### **3) Re-housing**

In addition to delivering excellent services, the Proposal will address how staffing will specifically address landlord recruitment and robust housing location services, especially given Sacramento's tightening rental market. Please provide data on your current experience securing permanent housing. Be as specific as possible. For example, how many unduplicated individuals were served in a shelter operated by your agency, how many of them transitioned to permanent housing and during what period of time from entering the shelter? Using progressive engagement, guests that are unable to secure housing on their own should be offered a complete range of services to ensure successful housing placement.

### **D) Collaboration/Leveraged Services (20 points)**

SHRA recognizes that a single organization may not have capacity to provide all the services needed by guests and organizations are thus strongly encouraged to leverage the strengths of community resources and agencies to enrich the program and services offered. It is understood that people who are experiencing homelessness need many levels of engagement and support. Collaborative proposals with community partners will receive greater priority and Proposers are encouraged to work with other service providers/community partners (housing, treatment, AOD services, voluntary groups, employment, etc.) to meet the complex needs of this population.

Proposer must provide the following information:

1. Past Experience and Outcomes: Describe and identify the organization's experience in collaborating with other agencies, including government agencies, community partners, service providers, faith-based organizations and law enforcement. Please provide details including a list of agencies worked with, and the outcomes of the collaborations.
2. Please list partnering agencies and specific services to be provided. Any community service provider named in this section **must** provide documentation of leverage, such as a contract, a commitment letter, or an MOU to provide the services.
  - a. A minimum of 2 MOU's demonstrating partnerships for this initiative must be included with submission of proposal.

If you are a community organization or agency interested in partnering (sub-contracting) with the Proposer (service operator), please check SHRA's website at [www.shra.org](http://www.shra.org), 'Doing Business with SHRA' section under the X Street Shelter Operator RFP section to complete an 'Interested Party' form. This form will be available by **Friday, May 8, 2020**. Completed forms will be shared on the SHRA website for all potential operators to review and contact as necessary. Registering your interest to partner with

the Proposer (service operator) is not a requirement. Additionally, registering interest on this form does not guarantee a partnership with the operator. Ultimately, it is up to the Proposer (service operator) to partner with any organization they feel best meets the needs of their operations and their guests and to provide detailed information about these partnerships in their proposal.

Proposals will be scored based on their past experience and how well community partnerships are integrated into the proposal design.

SHRA must approve in writing all proposed funding and contracts to support SHRA administered shelter bed operations prior to acceptance and incorporation of additional funding in the program.

Please complete the attached chart.

	Grant Costs		Leveraged costs	
	Start-up Costs (for the first 4 months)	Total over the grant Period	Funding Amount or cost of in-kind services	State whether in-kind/ Secured or to be secured
Staffing and Office Costs				
Salary (Positions and FTE)				
Benefits				
Office Supplies				
Staff Transportation				
Staff Equipment				
Staff Communication				
Staff Uniforms				
Site Costs				
Utilities and recurring costs				
Insurance				
Repair				
Direct Service				
Computers for guest use				
Laundry				
Transportation of guests				
Food				
Re-housing				
Move in costs (application fees, movers)				

Deposits				
Rent subsidies				
Furniture/food				
Security				
Indirect Fees (up to 7%)				
Total				

**E) Budget and Cost Efficiency (15 Points)**

All external funding to support center operations should be reflected in the submitted budget. Leveraging external resources will be requested throughout implementation of the initiative. SHRA must approve all proposed funding and contracts to support center operations prior to acceptance and incorporation of additional funding in the Project.

**INDIRECT COSTS**

No more than 7% of the amount requested may be allocated to indirect costs. Examples of allowable expenses includes bookkeeping, payroll/finance, insurance, evaluation costs, storage, etc.

Use Attachment A from this packet to provide information for your proposed budget. The Proposal must include a complete organizational operating budget, as well as a complete budget for the proposed program. Evaluation criteria include feasibility, cost effectiveness, and accuracy of the budget.

- Please also describe what is included in each line item on the budget.
  - Please describe how calculations were completed to arrive at each budget item in a narrative form. For example, .5 FTE for program manager is necessary due to the oversight and supervisory needs of the program staff. IF 1 FTE is for a combination of two .5 FTE, this must be specified including listing both position titles and function within the operational structure.
  - Budget should be complete, thorough, and accurate, including a specific description of each cost in order to demonstrate that the costs are reasonable, well-supported, and justified.
  - Budget should include all other financial resources to be used in the project to demonstrate that there are sufficient resources to support the successful implementation of the program.
1. What additional funds will be leveraged? (A) Please identify which funds have been secured, applied for or are anticipated to be applied for in the future. (B) Indicate any in-kind resources that will support the project.
  2. If the proposed program is funded at a level lower than requested, at what amount of funding can your organization still deliver meaningful service? Due to the limited availability of resources it is often necessary to fund proposed programs at levels below the levels requested. Describe whether the program is scale-able. Describe how the program will be scaled up or down depending on the availability of funding and whether and how the program will continue to be effective and operate in compliance with applicable funding regulations and requirements.

3. Describe organizational efforts to develop a financial contingency plan in preparation for possible funding reductions

## SELECTION PROCESS

1. Based upon information provided during this process, a Selection Committee will select the most qualified organization for this project.
2. A Selection Committee will be established according to SHRA policy. Members of the Selection Committee will be provided a copy of each proposal received. Each member will evaluate each submittal individually.
3. Review of the proposals will follow the submittal deadline. The Selection Committee is anticipated to rank the organizations directly from the written materials. However, SHRA reserves the right to request clarifications or additional information from any or all organizations. Additionally, if deemed necessary and at the sole discretion of the Selection Committee, oral interviews will be scheduled at a later date and final selection made after interviews.
4. SHRA intends to award a contract to the Proposer which SHRA determines submitted the most responsive proposal in response to the RFP and who can accomplish the requirements set forth in this RFP in a manner which is overall most advantageous to SHRA. In this context, considering technical expertise, experience, fees and other factors, SHRA specifically reserves the right to award to a Proposer other than the one with the lowest fee proposal.
5. Should any Proposer wish to protest the final selection, they shall have ten (10) calendar days after the date of the selection letter to submit to SHRA a written protest. The written protest shall be full and complete; specifying in detail the grounds of the protest and the facts supporting the protest or it will not be considered. Any Proposer who has a legitimate protest must provide evidence that the awarded Proposer is not qualified. Protest letters are to be sent to:

Sacramento Housing and Redevelopment Agency  
Attn: Procurement Services  
Re: RFP#2023-DS  
801 12<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Sacramento, CA 95814

All protests shall be resolved in accordance with SHRA's protest policy and procedures, copies of which are maintained at SHRA and available upon request.

## Agency Rights, Options, and Policies

1. The Agency reserves the right to decide that one contractor is more responsive than the others and to select after review of the written submittals only.
2. The Agency reserves the right to reject any and all submissions, request additional information, amend the project schedule, or issue additional requirements throughout the selection process. It is the responsibility of the proposer to verify that all necessary information is submitted by the due date.
3. The Agency reserves the right to modify any portion, postpone or cancel this RFP at any time, and/or reject any and all submissions without providing any reason for doing so. No submission documents will be returned.
4. The Agency reserves the right to reject individual team members, contractors, and request substitution without providing any reason prior to contract award.
5. The Agency highly encourages participation by local qualified contractors.
6. The Agency actively encourages participation of small, minority and women owned business enterprises in all aspects of contracting.
7. No compensation is offered for any work or travel related to this selection process; submissions are entirely voluntary. All original documents including electronic files become the property of the Agency. If any submission is late or incomplete in any way, that proposer will be eliminated from consideration.
8. Materials contained in each proposal will be considered proprietary until selection. Following selection, however, the contract scope of work may be amended by the Agency and negotiated based upon ideas provided by any source.
9. In accordance with federal and state laws, the Agency does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran's status or disability in the provision of services. Proposers agree to comply with these requirements.
10. Procured proposers will not be considered Agency personnel and the Agency assumes proposal of certain personnel to be a statement of their availability to do the work
11. The Agency reserves the right to select more than one proposer, to select a proposer for specific purposes or for any combination of specific purposes, and to defer the selection of any proposer to a time of the Agency's choosing.

**ATTACHMENT A**

**X Street Navigation Center  
Budget Worksheet**

This Budget Worksheet must be completed in full and included as part of the RFP submittal as a hard copy and forwarded in an email to SHRA Procurement Department. Only applications that include a completed program budget that demonstrates sufficient capacity to administer the program will be considered.

**BUDGET TEMPLATE (Modify as needed)**

Category	SHRA Funds	Other Funding Source (if applicable)	TOTAL
<b>STAFFING <sup>1</sup></b>			
Salary			\$ -
1.0 FTE Example Position 1			\$ -
1.0 FTE Example Position 2			\$ -
.50 FTE Example Position 3			\$ -
Benefits			\$ -
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -
<b>SHELTER OPERATIONS</b>			
Occupancy			\$ -
Startup Costs			\$ -
Equipment			\$ -
Communications			\$ -
Office Supplies			\$ -
Travel			\$ -
Technology			\$ -
Direct Participant Support			\$ -
Laundry			\$ -
Food			\$ -
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -
<b>RE-HOUSING SERVICES</b>			

Rental Assistance			\$	-
One-time Housing Costs (arrears, deposits, etc.)			\$	-
Moving Costs			\$	-
<b>Security</b>				
<b>SUBTOTAL</b>	\$	-	\$	-
In-direct Costs (not to exceed 7%)			\$	-
<b>TOTAL</b>	\$	-	\$	-

Personnel Detail- please complete the table above with details on the staffing plan for ALL staff providing direct client service for the program proposed. Please include the portion of staff positions (such as the Executive Director and accountant) who do not provide direct client services, but whose services are integral to program implementation.

*Please Note-**This is a template only**- please add lines as appropriate and re-name categories within the three main components to better reflect your operational budget*

**TOTALS**

<sup>1</sup> Please attach complete job descriptions to the budget worksheet for all positions funded in part or in whole by SHRA.

**ATTACHMENT B**  
**Sacramento Community Shelter Standards**

**GUIDING PRINCIPLES**

The Sacramento County Emergency Shelter Standards are grounded in the following principles and values that promote a philosophy for service provision. These principles and values intend to help guide the delivery of shelter services.

1. The health and safety of participants, volunteers and staff should be safeguarded within each shelter.
2. All people experiencing homelessness have the right to shelter service regardless of religious affiliation, race, color, national origin, ancestry, political or religious beliefs, language, disability, family composition, gender identity and/or sexual orientation. Staff must respect and be sensitive to the diversity of participants. Participants' rights must be protected against all forms of discrimination.
3. The shelter will provide an atmosphere of dignity and respect for all shelter participants, and provide services in a non-judgmental manner.
4. Participants are capable of moving toward increasing levels of self-reliance and self-determination. Shelter staff will work with participants to assist them in achieving their goals.
5. Shelter staff often have access to detailed and highly sensitive personal information about participants. Protecting the privacy and confidentiality of shelter participants and their personal information is of the utmost importance.
6. People who are experiencing homelessness, like other members of our community, may use substances to varying degrees. Everyone is entitled to shelter service whether or not they use substances. As a result, these standards require that admission, discharge and service restriction policies must not be based on substance use alone, unless otherwise specifically provided for in these standards.
7. In order to provide effective shelter programs and services, shelter participants must be offered opportunities to provide input and feedback in service provision and program planning for the program in which they participate.
8. In shelters in which support services are provided, staff should actively attempt to engage all participants in services designed to support shelter exit to stable housing with consideration given to each participant's barriers to engagement.
9. All shelter participants are entitled to just and standardized procedures for determining eligibility, admissions, sanctions and dismissals, and resolving grievances.
10. All program participants are entitled to enjoy the maximum amount of privacy within the constrictions of the shelter environment.
11. Shelters are part of a larger network of homeless services and agencies. Collaboration within this network is important to ensure effective and coordinated services.

## SHELTER STANDARDS

Minimal requirements for entry are placed on shelter participants. The shelter's primary role is to provide basic life sustaining services in a manner that fosters a safe and affirming atmosphere for all program participants. Participants of local shelters may come from a variety of backgrounds and present with different needs, this could include, but is not limited to, those with pets, large amounts of personal belongings, identifying as part of a multi-member household or self-identify as LGBTQ, or non-binary.

The local shelter standards were developed based on the guiding principles of inclusion, dignity, accessibility, self-determination and mutual accountability. They are intended to ensure a consistent quality of care across all shelters and to operationalize low barrier, housing first emergency shelter services to those unsheltered throughout our community.

Lowering barriers and accommodating different types of households is an evolving process. Shelters may already be meeting many of the below shelter standards, and it is understood that compliance will increase over time. Where possible, technical assistance and training will be provided to help shelters meet the standards over the course of the next several years.

## OPERATIONS

### Addressing Community Impacts

Shelter must develop and post *Good Neighbor Policies* addressing the shelter premises and the immediate surrounding neighborhood. These policies must clearly show provisions for how the shelter actively discourages and addresses excessive noise or loitering from program participants and others who may be near the site. Where applicable, the shelter must show coordination with other services providers and community partners to address the above issues and their impacts.

### Admission

All shelters must have clearly written and consistently implemented referral standards, admission policies, and hours for new participant admission. All shelters must accept new participant admissions (when shelter is open, and beds are available) Monday through Friday for at least a four-hour period daily. When feasible, admissions should be accepted on weekends.

Once a community-wide coordinated entry system (CES) for shelters is operationalized, if any public funds are provided, the shelter must adhere to the admission protocols developed for the CES.

### Denial of admission

Denial of admission to the facility can only be based on the following reasons and is at the discretion of the shelter:

- Household does not meet the basic eligibility criteria for shelter admission (e.g. gender,

age, homeless status, domestic violence victim, etc.). Shelters with beds designated by funding sources as having additional restrictions (e.g. VA beds that require advance approval by the VA) may deny entry to those not meeting funder requirements.

- A restraining order that prohibits admission to the facility.
- Documented violent or threatening behavior.
- Conduct from prior stay at the shelter that puts the health and safety of staff or participants at risk (e.g. violence, weapons violations, disclosing confidential location of shelter, and egregious damage to property). If a household is denied entrance based on a prior stay the household must be informed of the reason, conditions for lifting the restriction and right to appeal, including whom to contact regarding an appeal and information about the appeal process. All reasons for the denials must be documented and kept by the operator. Staff will try to link them to resources in the community.
- The household requires care and supervision to manage the activities of daily living (feeding, toileting, selecting proper attire, grooming, maintaining continence, putting on clothes, bathing, walking and transferring) without the appropriate supports available on-site.

### Intake

Upon admission, participants must be provided with copies of the following:

- Participant rights.
- Written program rules.
- Storage policy, including storage after exit.
- Medication storage policy.
- Grievance Procedure.

### Database Management System

Upon entry into the program, data on all participants will be entered in the Homeless Management and Information System (HMIS) in real time, pursuant to the data standards required by Sacramento Steps Forward (SSF). Participant files must be maintained in accordance with the requirements of (HMIS) operated by SSF. For complete information on HMIS Data Standards, visit: <https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual-2017.pdf>

### Hours

All shelters must post hours of operation in a visible location. If the facility is open 24/7, participants must be allowed access to their possessions and to the facility common space at all times. If access to sleeping areas is not available during the day, accommodations should be made to allow access for those working second and third shifts, those who are ill, etc.

All shelters must provide facilities available to participants for sleeping for a minimum of eight (8) hours.

### Participant Rights

Participant rights must be provided in writing and posted in the facility. All program

requirements must be consistent with these standards. Rights must include:

- Participants have the right to be treated with dignity and respect.
- Participants have the right to privacy within the constrictions of the shelter environment.
- Participants have the right to be treated with cultural sensitivity.
- Participants have the right to self-determination in identifying and setting goals.
- Services should be provided to participants only in the context of a professional relationship based on valid, informed consent.
- Participants should be clearly informed, in understandable language, about the purpose of the services being delivered, including participants who are not literate and/or have limited-English proficiency.
- Participants have the right to confidentiality and information about when confidential information will be disclosed, to whom and for what purpose, as well as the right to deny disclosure, unless disclosure is required by law.
- Participants have the right to reasonable access to records concerning their involvement in the program.

#### Participant Responsibilities

Participant responsibilities must be provided to each participant in writing upon admission and posted in the facility in a visible location. This must include:

- A clear description of all program rules and potential consequences for violations of these rules.
- A “participant agreement” policy that outlines expected behavior in order to not interfere with the rights of other participants.
- Expectations regarding working to exit shelter on average within 30-60 days into stable housing or as quickly as possible.

#### Confidentiality

All shelters must have confidentiality policies that at minimum are consistent with Homeless Management Information System (HMIS) privacy and security requirements, make certain that files are kept in a secure or locked location, and ensure that verbal communication of confidential information is done in such a way that avoids unintended disclosure.

#### Curfew

If a shelter has a curfew policy, the policy must be clearly written and explained to participants at shelter entry. The policy must be consistently enforced. Missing a curfew cannot be a reason for denial of entry or discharge unless the late arrival compromises the health or safety of other participants or staff or if the participant’s late arrival repeatedly interferes with the rights of other participants to peaceful enjoyment of the facility.

#### Participant input

Programs shall provide participants with on-going opportunities to voice opinions, participate in program operation and programming, and make suggestions regarding programming and rules. This can be accomplished in a variety of ways including exit interviews, discharge surveys, one-

on-one interviews, participant surveys, participant focus groups, inclusion of homeless or formerly homeless members on the agency board of directors, having homeless or formerly homeless people trained and hired as staff, and/or the creation of a participants' advisory council.

In addition to any other activities, shelters must host optional participant meetings once per month and provide at least 24 hours advance notice to participants of the meeting time and location.

#### Participation in religious activities

Shelters cannot require participation in religious activities. Religious activities include moments of prayer, the saying of grace before meals, or spiritual studies. While these activities are not prohibited, participation in such activities may not be required.

#### Handling Participant mail

If a shelter provides mail service, any mail sent or received cannot be interfered with (e.g. staff opening participants' mail, not providing mail to the participant on the day it is received, etc.).

#### Storage of Participant belongings

All shelters must have a written policy that is provided upon intake as to what provision is made for securing belongings including what possessions can be held by the program at participant request such as money, medications, and vital documents.

If a shelter holds funds or possessions on behalf of participants, this service must be voluntary, the program must maintain a log of items in their possession, and the funds or possessions must be promptly returned upon the participant's request. Each shelter should decide how specifically to make their log, with consideration to their liability. It is expected that the log would track only those belongings that participants choose to store with the program and not all possessions brought into the shelter. This does not apply to belongings abandoned by a person who does not return to the shelter; in that situation, please refer to Storage of Belongings After Discharge.

Shelters must provide lockable lockers, storage trunks or make other accommodations that allow participants to securely store their belongings. Reasonable access by the participants to their belongings must be provided. Waivers of the requirement that storage space be lockable can be requested if the physical layout of the shelter does not allow for lockable space.

#### Medication

Shelters may not administer or dispense medication and may not require participants to turn over medication, unless administered by a licensed staff person as part of an on-site supportive program in which a shelter participant is dually enrolled.

Shelters must have a written policy that is provided upon intake as to whether provision is made for securing prescription medications and participants' responsibility to store and utilize their medication safely. Shelters may encourage participants to lock medications in secure

storage areas made available in order to protect medication from theft but may not require participants to turn over medication.

Shelters must make available a lockable storage area for medications and access to refrigeration for medications. This can include a locked box within a refrigerator that also serves other functions.

#### Participant emergency information

Shelter staff must collect emergency contact information and information about health needs upon admission that may impact an emergency response. Such information should be kept in a place accessible to on-duty staff in the event of an emergency.

#### Universal precautions

Staff must comply with universal precautions, proper sharps disposal and have a written policy in place governing protocols related to universal precautions.

#### First aid supplies

Basic first aid supplies must be available on-site and accessible to staff at all times.

#### Weapons

All shelters must have a weapons prohibition policy. Weapons include but are not limited to firearms, pepper spray, mace, and knives. Shelters should use discretion when determining which types of knives should be prohibited. Shelters may, but are not required to, have a mechanism for checking and storing weapons upon entry.

#### Smoking

Shelters shall prohibit smoking indoors and reasonable efforts must be made to prevent smoke from entering buildings. No smoking should be allowed within 20 feet of shelter Site unless this is infeasible due to layout of grounds. Shelters are required to follow any local ordinances regarding smoking in public areas. Marijuana will not be allowed on the property.

#### Accessibility

All shelters must conform to all pertinent requirements of the Americans with Disabilities Act (ADA). See <https://www.ada.gov/pcatoolkit/chap7shelterchk.htm>.

Beds designated as accessible must comply with federal height and distance standards requiring a minimum of 36 inches between sleeping units and a sleeping surface height between 17-19 inches above the finished floor. Beds designated as accessible must be prioritized for participants with disabilities. Shelters are encouraged to provide as many ADA accessible beds as possible, but it is not required or expected that all beds meet these requirements.

Program documentation must be provided in forms accessible to hearing-impaired and sight-impaired individuals, upon request.

Shelters that provide transportation for participants must also make provisions for participants who need vehicles that are wheelchair accessible.

### Pets/Service Animals

Shelters must have a policy regarding whether pets are allowed in the facility. Per ADA requirements, shelters must make reasonable accommodation for service animals. Additional information regarding ADA requirements for service animals from the U.S. Department of Justice is included in [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm). According to this guidance, emotional support, therapy, comfort, or companion animals are not considered service animals under the ADA. These terms are used to describe animals that provide comfort just by being with a person. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA.

If a Shelter allows pets, they can establish a maximum per guest pet limit. This must be included in the Shelter policies and admission documents.

### Animal Care

Pet owners assume most of the responsibilities for caring for their animals, unless the owner is prevented from doing so by a disability or other special need. Owners' responsibilities include providing their animals with food and water, cleaning their animals' cages as needed, and taking their dogs to the dog relief area. Pet owners are also responsible for administering all regular medications to their animals, apart from vaccinations. The Shelter will be required to provide, at a minimum, kennels, animal blankets, leashes, collars, food, and water.

The Shelter reserves the right to refuse admittance to animals that appear too aggressive for the shelter to handle. Regardless of initial presenting temperament, enforcement of shelter rules to reduce the risk of bites and other injuries must be observed and include:

- Aggressive animals should be handled only by their respective owners or trained staff members;
- All animals on shelter property should be leashed or confined at all times;
- Pet owners should not handle or touch pets other than their own; and
- All incidents involving aggressive animals are documented in writing prior to removal from site.

### Non-discrimination/reasonable accommodation

All shelters must have policies on non-discrimination and reasonable accommodation and make reasonable modifications in programs, activities and services when necessary to ensure equal access to individuals with disabilities, unless fundamental alteration in the nature of the program would result from the accommodation.

### Transgender access

All shelter operators must comply with the appropriate state, local or federal guidelines related to housing transgender individuals.

### Grievance

All shelters must have a written grievance and complaint protocol that is provided to each participant upon intake and is publicly posted in a location visible to participants. The protocol must include:

- The opportunity for participants to present their case before a neutral decision-maker (a supervisor or manager who was not directly involved in the incident or situation of the grievance)
- Accommodation of third-party advocates in the grievance process. Reasonable efforts must be made to coordinate with a participant's advocate in order to schedule the appeal.
- A requirement that participants be given a written response to their grievance within a reasonable time frame.
- A provision that when a participant files a grievance related to his/her ability to stay in the shelter the action is suspended until the grievance process is completed unless allowing the participant continued residence poses a risk to the health and safety of other participants and/or staff.
- An appeals procedure that allows participants to appeal, at a minimum, decisions related to admissions denials for cause, terminations and disciplinary actions.
- Provisions for providing participants with information about any subsequent appeals process available through any funding agency.

### Emergency response

All shelters must have an emergency response plan in place.

### Infectious disease

Shelter operators are a valuable partner to public health agencies and are responsible to report any suspicion or detection of infectious disease among any shelter participants or staff working at the shelter. For information about how and when to report, visit: <http://www.dhs.saccounty.net/PUB/Pages/Electronic-Disease-Reporting.aspx>

During a pandemic or other infectious disease outbreak shelter operators must regularly check the Center For Disease Control (CDC) website for the latest information and guidance. They must also participate in local efforts (with SHRA, City and County of Sacramento) to address efforts to contain the spread of such diseases. Protocol must also be established as part of the operating guidelines to prevent, manage and mitigate infectious diseases.

### Abuse reporting

All shelters must have a policy that details any legal duties to report elder and dependent adult abuse and a written plan and process for reporting such abuse to the appropriate reporting agency.

### Drug and alcohol use/possession

Shelters must have a policy prohibiting the possession, use or distribution of alcohol or illegal drugs on the premises. If alcohol or drugs are found, participants should be given the

opportunity to dispose of the prohibited substance or leave the shelter for that night if they do not wish to dispose of the prohibited substance. A violation of this policy cannot be a reason for discharge unless the violation compromises the health or safety of other participants or staff.

Admission, discharge, and service restriction policies must not be based on substance use or possession alone. Drug testing of participants is prohibited unless the testing is part of an agreed upon treatment plan with the participant. Submission to drug testing cannot be a requirement for residency and refusal to participate in drug testing cannot be the basis for involuntary discharge.

Being under the influence on-site may not be the basis for discharge.

An infectious disease that significantly increases the risk or harm to other participants may be a reason for denial or discharge. Participants with lice or scabies or exhibiting symptoms of TB shall be allowed to stay in the shelter unless the disease or infestation cannot be appropriately contained (e.g. due to close quarters of facility), in which case those participants may be discharged and referred to a health care provider for treatment.

Noncompliance with treatment or containment measures that endangers other participants may be cause for discharge.

Shelters must comply with California Code of Regulations, Title 8, Section 5199, regarding Aerosol Transmissible Diseases (ATD) control and worker and client safety expectations: <http://www.dir.ca.gov/title8/5199.HTML>.

For additional guidance on this regulation and for information regarding best practices for control of infectious disease, please also refer to “Preventing Tuberculosis (TB) in Homeless Shelters” published by the Los Angeles County Department of Public Health: <http://publichealth.lacounty.gov/tb/docs/LATBGuidelinesforShelters.pdf>.

### Search of Participant Possessions

All shelters must have a policy and procedures in place governing how and when searches of participants’ private possessions may be conducted. Searches may only be conducted when there is “probable cause” to believe that the person has in his or her possession something which may jeopardize the safety of other participants or staff, including a weapon, or illegal material, including illegal drugs, or something which is interfering with the peaceful enjoyment of the facility of other participants such as food that is attracting vermin. If the person does not consent to the search, and “probable cause” exists to search, the person must be given the choice of being discharged or being searched.

### Discharge Reasons

Only the following reasons may be used as a basis for discharge from a shelter facility, and must occur on shelter premise:

- Possession of a weapon at the facility.
- Assault or other violent behavior.

- Theft.
- Destruction of property.
- Restraining order precludes continued residence.
- Participant behavior endangers health or safety of participants or staff.

- Presence of infectious disease that significantly increases the risk of harm to other participants.
- Individual requires care and supervision to manage their activities of daily living (feeding, toileting, selecting proper attire, grooming, maintaining continence, putting on clothes, bathing, walking and transferring) without appropriate supports available on-site. Individuals discharged due to care and supervision needs cannot be discharged to the streets.

Participants may be discharged for refusing multiple housing opportunities however, evidence must be present that shelter staff actively attempted to engage the participant in services designed to support shelter exit to stable housing with consideration given to each participant's barriers to engagement.

Shelters are not required to hold beds for longer than 72 hours. If a participant is absent from their bed for 72 hours without appropriate notification of shelter staff regarding absence, the Participant may be discharged.

#### Discharge requirements

All shelters must provide a written copy of the procedure for filing a grievance to the participant when a Participant is involuntary discharged. If it is infeasible to provide the procedure at the time of discharge (e.g. the Participant is being removed by law enforcement) this requirement may be waived; however, if the Participant returns subsequently to the facility, the grievance procedure must be provided.

A participant may be denied future readmission as a result of the circumstances of discharge, the participant must be informed of the reason, the conditions for lifting the restriction and right to appeal, including whom to contact regarding an appeal and information about the appeal process.

Unless the participant poses an immediate threat to the health and safety of other participants and/or staff members, shelters should avoid discharging participants at night and must be approved by a supervisor. During hours that there is no supervisor on site, there must be a supervisor available on call to approve discharge decisions. Approval may be given verbally but should be documented in case notes.

#### Storage of belongings after discharge

Shelters must have a written policy for the storage of belongings after a participant exits, which must include at a minimum storage of belongings for at least five (5) working days after participant exit and a clear process for discharged participants to reclaim their possessions. A copy of the policy must be provided to all participants at intake.

## **STAFFING REQUIREMENTS**

### Staff on duty

Shelters must have sufficient staff on duty at all times including staff to secure the properties at all times. Shelters must make provisions to have on-call staff available

Shelters must have a supervisor/manager available on call to the program at all times for consultation to staff about challenging participant situations and other urgent matters. All shelters should have a consultation policy in place that outlines situations requiring consultation up the chain of command.

#### First aid capacity

There must be at least one staff person on duty at all times trained in emergency first aid and CPR.

#### Infectious disease control

All shelter staff must be tested for tuberculosis every 12 months and referred to any necessary follow up and/or treatment if indicated. Staff must comply with any recommended follow up testing necessary as indicated by a health care provider.

Staff should be encouraged to obtain an annual flu vaccine and have an up-to-date record of vaccinations.

#### Documenting Training

Shelter providers should maintain a log or other similar record of trainings each staff member has successfully completed. This may be maintained in the personnel file or through a separate tracking system.

#### Required Training

The following trainings must be provided to all staff within 30 days of hire:

- Confidentiality protocols.
- Crisis prevention and/or verbal de-escalation.
- Mandatory reporting requirements related to elder and dependent adult abuse.
- Universal precautions/infectious disease prevention.
- Proper food handling and storage if required by law. State law requires all food handlers in the state of California have a California Food Handler Card. New hires have 30 days from the date of hire to obtain a card.
- Anti-discrimination/reasonable accommodation training including accommodation of transgender participants.
- Shelter policies and procedures.
- Emergency evacuation procedures and fire safety.
- HMIS Privacy and Security Certification Training.
- Ethics/boundaries.
- First Aid and CPR.
- Addressing mental health issues in the homeless population.
- Domestic violence recognition and referral.
- Overdose detection and response.
- Harm reduction approach to substance use disorders.

- Diversity awareness/humility training/cultural competence.

Upon satisfactory completion of each training, staff must receive a verification of completion. Verification of completion must be documented in employee files and all staff must successfully complete (re)trainings a minimum of once, annually. All training materials should be made available for staff reference.

#### Staffing qualifications

Ongoing professional development and supervision must be provided by the agency and may include case conferences, case supervision, workshops and training courses.

#### Job descriptions

The agency must have written job descriptions for all shelter positions

### **FOOD SERVICE**

#### Sanitary facilities

All shelters that either prepare and serve meals or provide areas for participants to prepare and consume their own meals must ensure that all areas used for food storage and preparation are sanitary. Kitchen and dining areas must be kept clean and comply with all relevant health codes.

See <http://www.emd.saccounty.net/EH/FoodProtect-RetailFood/Pages/ComplaintsIllness.aspx> for additional guidance related to safe food preparation.

#### Donated Food

Programs that serve food prepared off site by regular donors must provide donors with a handout that details the requirements for food preparation. All food donors must read and sign the handout to confirm knowledge of the standards and must provide current contact information.

Programs are discouraged from accepting food that has been prepared off-site by intermittent donors.

#### Meal schedule

If meals are served, a meal schedule must be posted.

#### Dietary modifications

If meals are served or food is provided for participants to use to prepare their own meals, shelters must make dietary modifications and/or provide appropriate food options based on participants' health, religious, and/or cultural practices.

As feasible, food provided should promote healthy eating.

### Dining facilities

Shelters must provide a table and chairs if food is served.

### Food allergies

Any snacks and meals provided should be provided with reasonable accommodations made for known children's allergies if children are in residence. Providers should be asking about food allergies at intake; however, it is the parents' responsibility to inform the program of children's food allergies.

## **FACILITIES**

### Basic building standards and fire safety

All facilities must comply with HUD Emergency Solution Grants facility standards ([HUD ESG Facility Standards](#)) and local applicable building and fire codes. Evidence of compliance with local codes must be provided. Facilities that do not have a fire alarm system designed for hearing-impaired.

Facilities must have annual fire inspections conducted by the fire department and conduct regular fire drills. Training must be provided to staff on fire safety.

### Safety standards

Shelters must comply with state and local health, environmental and safety standards.

### Amenities

- The shelter has a heating and ventilation system and maintains a comfortable temperature.
- The shelter has a housekeeping and maintenance plan to ensure a safe, sanitary, clean and comfortable environment.
- The shelter provides each person with at least a bed, a blanket, and pillow, all of which are clean and in good repair.
- The shelter has a sufficient supply of functionally clean and reasonably private toilets and hand wash basins, with hot and cold running water.
- The shelter has a sufficient quantity of functionally clean and reasonably private bathing facilities with hot and cold running water.
- The shelter has laundry facilities available to residents, or access to laundry facilities nearby.
- The shelter provides towels, soap, and toilet tissues.

### Drinking water

Shelters must provide access to drinking water at all times.

### Outlet access

Shelters must provide access to electrical outlets for charging personal devices such as cell phones and medical equipment.

### Cleanliness

Bath/toilet areas, hallways, and other common use areas must be cleaned daily. Shelters must have proper trash receptacles that are emptied regularly.

Both the interior and exterior of the facility must be free of debris, clutter, and unsanitary items and there must be no obvious safety risks.

### Pest control

Shelters must ensure adequate provision of pest control services.

Shelters must have a protocol in place for the prevention and control of bed bugs. (See <https://www.cdc.gov/parasites/bedbugs/> for best practices related to bed-bug prevention).

24-hour notice must be provided to participants of pest control activities unless the type and degree of infestation requires an immediate response (e.g. bedbugs).

### Maintenance/ Repair

Facilities must be maintained in good repair. The general appearance of the building must be well maintained. There must be a written housekeeping and maintenance plan.

Shelters must post the process for reporting maintenance concerns, acknowledge issues reported within two days, and identify the timeframe for addressing the concern. Emergency maintenance items must be immediately addressed.

### Phone access

A telephone must be available to staff for emergencies. Emergency numbers should be posted by the telephone or otherwise made available to on duty staff. Shelters must take emergency phone messages and messages from service providers for participants in residence.

### Hazardous materials

Shelters must label all chemicals and cleaning supplies and keep all such materials out of reach of children. Any hazardous materials must be stored separate from food.

### Entrances/ Exits

Exits must be clearly marked and must be kept clear of blockage and tripping hazards.

All steps must have handrails as required by applicable codes. Steps must have treads or similar accommodation to prevent slipping.

Exit signage must be consistent with all applicable codes.

### Agency vehicle

If a shelter maintains a vehicle used for participant transport, the vehicle must be properly

maintained, licensed and insured. All drivers must be properly licensed. Provisions must be made to provide equal access to transportation services to disabled participants.

## **SUPPORT SERVICES**

### Case Management

Case management and supportive services focus on housing or directly supporting the goal of housing and should reflect the short-term nature of assistance toward housing placement. Critical components in the provision of case management services include the following:

- Low Barrier practices.
- Housing First.
- Harm Reduction.
- Trauma Informed Care.
- Client-centered.
- Culturally competent.

The following case management services must be available to program participants receiving these services. To ensure the consistent delivery of case management services, operators must incorporate written case management procedures and forms that include the following:

- Referral Procedures: Establish referral and follow-up procedures to confirm participants are connected to services to which they are referred. Documentation of referrals made and referral confirmation must be maintained in participant files.
- Health and Wellness referrals: Ensure participants are linked to and assisted in accessing medical health, mental health, and any needed alcohol and drug services.
- Mainstream Benefits: Establish procedures for screening participants at program entry and intake for eligibility to mainstream benefits. Assisting participants by coordinating the completion and submission of applications for public benefits and entitlements (e.g., general assistance, SNAP, SSI/SSDI, Veteran benefits) health insurance benefits (e.g., Medi-Cal, Medicare, Covered California, etc.), and other sources of financial assistance.
- Education/life skills.
- Employment Development/Placement Programs: Assessing employment history and goals and assisting participants to engage in services that will prepare the individual to obtain employment.

### Housing Case Management

Participants are encouraged to participate in services they need in order to attain and stabilize in permanent housing. Case management is conducted on a regular basis and the shelter staff routinely documents content and outcome of case management meetings. Core services include:

- Development of an individualized service plan based on needs, circumstances and market conditions, focused on helping individuals find and keep permanent housing and linkages to other community based supportive services as needed.
- Creating a referral network for other services and coordinating with other services providers and case managers.

### Housing Navigation

Housing navigation services provide ongoing engagement and support in order to facilitate a match to

an appropriate permanent housing placement. Housing navigation objectives include:

- Connecting participants to needed resources.
- Buffering participants from the stress of navigating housing access, and
- Supporting participants in managing their own lives within the scope of their resources and abilities.

Core navigation services include:

- Housing location and counseling services to identify the most appropriate housing placement.
- Establishing relationships with private and public owners and rental agencies willing to provide permanent housing to clients.
- Assisting with housing applications and appeals, and negotiating rental agreements.
- Facilitating shared housing opportunities in community-based housing and through master leasing, and
- Assisting with the move-in process, including identifying resources for basic furnishings, accessibility modifications, or other expenses.

#### Health services access

Shelter staff should encourage participants to obtain and maintain health insurance, obtain a primary care provider and access immunization service. This must include publicly posting or otherwise making available information on health-related services.

#### Recordkeeping

Shelters must have written intake and client record keeping procedures and files that include intake interviews and records of services provided.

#### Assessment

A basic assessment that includes an evaluation of the service needs of the household, information about past or current services received and other information necessary to provide services must be conducted or updated for all households. **This requirement may be revised once Coordinated Entry System is finalized.**

#### Transportation

Transportation is expected to be provided to the participant through a variety of means. Shuttle service, bus passes and car services such as Uber and Lyft may be utilized to support access to community-based services and housing searches. Accommodations must be made for disabled persons who are unable to access general means of transportation.

## **ATTACHMENT C Site Description**

The X Street Navigation Shelter site, on 2970 X Street, is owned by Caltrans and approximately 50,000 square feet. The site is bordered by Broadway on the south, “X” street on the north, and sits between Highway 99, Interstate 80, and Highway 50 on the east and north. The site will be developed using a [Sprung Structure \(www.sprung.com\)](http://www.sprung.com) product.

It is anticipated that the common building will be outfitted with electrical, mechanical and fire sprinkler/fire alarm systems, dining tables and chairs, tables for guest-access computer stations (computers not included), a food staging room (no on-site kitchen facilities), a hand washing sink, counter space for food service, refrigeration units for limited on-site storage of perishable food, storage shelving and cabinets for food service storage.

Administrative space will be outfitted with work surfaces, task chairs and guest chairs (computers not included). The grounds will have limited outdoor seating in the form of benches and picnic-style tables. The site will include areas dedicated for dogs with limited dog kennels, and bicycle storage.

## **Attachment D**

### **Conflict of Interest Statement (2 CFR Part 200.112 and 24 CFR 576.404):**

No employee, officer, Board member, or agent of SHRA or State Provider shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

1. An employee, officer, Board member, or agent involved in making the award;
2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
3. His/her partner; or
4. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

SHRA and City staff, and subrecipients, shall abide by, and document its compliance, all sections contained within the 24 CFR 576, including but not limited to Conflicts of Interest (24 CFR 576.404). Upon accepting the proposal, the proposer shall provide a copy of the provider's conflict of interest policy.

**Attachment E**

**Homeless Management Information System (HMIS) Participation**

*All Proposers must include this form in the response packet.* It does not count towards the page limit. The Proposer must collect information in real time about the nature and extent of homelessness of the individual seeking to enter the shelter, and must participate in HMIS. Failure to participate in the HMIS could result in disallowed costs and could result in termination of funding. Keep responses to this one page.

1) My organization:

- Receives Continuum of Care funding, **or**
- Does not receive Continuum of Care funding.

2) My organization  **is** or  **is not** currently participating in the Homeless Management Information System (HMIS).

3) As it is required that the selected provider participates in HMIS, if not currently participating indicate when the organization will begin reporting to the HMIS System (month/year):

---

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

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**MUST BE SUBMITTED WITH PROPOSAL**

## Attachment F

### SECTION 00510 – INSURANCE REQUIREMENTS

#### **BASIC REQUIREMENTS**

Any questions or concerns regarding insurance coverage should be discussed with Procurement Services, General Counsel, or Risk Management. Work should not proceed until insurance issues/ concerns are resolved.

During the term of the contract, the vendor must maintain the following insurance coverage from insurance providers licensed to do business in California and having a Best's rating of at least A-VII, or a rating of such other rating service as the Agency, in its sole discretion, shall require.

1. Commercial General Liability – A policy of comprehensive general liability insurance which shall include, without limitation, coverage for contractual liability, public liability and property damage, written for not less than the single limit liability coverage stated.
  - a. Contractor shall provide Commercial General Liability Insurance using ISO “Commercial General Liability” policy form CG 00 01, with limits of no less than \$1,000,000 per occurrence for all covered losses and \$2,000,000 general aggregate and having a deductible of Twenty-five Thousand Dollars (\$25,000) or less.
  - b. Infrastructure projects and projects over one million dollars need to be reviewed by General Counsel to determine insurance limits.
  
2. Automobile Liability – If motor vehicles are used in performing services in connection with this Contract, a policy of automobile liability insurance written for not less than the liability coverage stated.
  - a. If motor vehicles are used in connection with this Contract, Three Hundred Thousand Dollars (\$300,000) or more of automobile liability coverage having a deductible of Five Thousand Dollars (\$5,000) or less.
  - b. For construction and maintenance service contracts, contractor shall provide auto liability coverage for owned, nonowned, and hired autos using ISO Business Auto Coverage form CA 00 01 or the exact equivalent with a limit of no less than \$1,000,000 per accident and having a deductible of Five Thousand Dollars (\$5,000) or less.
  - c. For contracts where a motorized vehicle is required for the performance of contracted services (appraisers, real estate brokers, etc.), contractor shall provide auto liability coverage for owned, nonowned, and hired autos using ISO Business Auto Coverage form CA 00 01 or the exact equivalent with a limit of no less than \$1,000,000 per accident and having a deductible of Five Thousand Dollars (\$5,000) or less.
  
3. Workers Compensation – A workers compensation policy which covers all employees of vendor and each and every subcontractor and which is written in accordance with California law.
  - a. Contractor shall provide Workers Compensation and Employers Liability Insurance on a state approved policy form providing benefits as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.
  - b. California law requires a company to have Worker's Compensation insurance if they have one (1) or more employees. It is required whether the employee is full-time, part-time, or temporary. All employees of a company as legally defined including corporate officers and directors must be included in the Worker's Compensation policy unless they are owners of the firm. An owner of a firm is defined as having a 25% interest in the firm.

- c. A family member is an employee unless he/she is an owner in the firm. An owner of a firm is defined as having a 25% interest in the firm.
  - d. Roofers are required to have Worker's Compensation for the owner. It does not matter whether or not the company has employees; the company must have Worker's Compensation, because the owner must be covered.
4. Product Liability or Excess Liability – Construction contracts for work over \$5,000 require Product Liability or Excess Liability insurance for the coverage stated.
- a. For construction contracts over \$5,000.
  - b. Contractor shall provide “all risk” coverage for the completed value of the project. Policies shall contain the following provisions: (1) Agency shall be named as loss payee; and (2) the insurer shall waive all rights of recovery against Agency.
  - c. Not required for modernization work which does not involve structural alterations or additions and where the Agency's existing fire and extended coverage policy can be endorsed to include such work.
  - d. The Contractor shall obtain and maintain, during the term of the Contract, property insurance upon the Project at an amount equal to the full insurable value of the Project at all times. The insurance shall include the interest of the Agency and the contractor as named insured, and all subcontractors and sub-contractors as their interest may appear, in the Project and shall insure against the perils of fire and extended coverage and shall include “all risk” insurance for physical loss and damage including without duplication of coverage, theft, vandalism, and malicious mischief.
5. Professional Liability (Errors or Omissions) – only required for Design Professionals or Attorneys. The architect / engineer shall maintain errors and omissions insurance at all times the Contract is in effect and for a period of five years (or for as long as available at commercially reasonable rates) after final completion of the Project.
- a. Coverage of not less than \$1,000,000 per occurrence and a deductible of not more than \$25,000.
6. Failure to maintain the required insurance coverage is a material breach of the Contract. Agency shall, nevertheless, have the right, without obligation, to pay any delinquent insurance premiums and any other charges to reinstate or maintain the required insurance policies and coverage. Vendor must immediately reimburse Agency for any and all costs incurred by Agency in obtaining or maintaining such insurance. If Agency does incur such costs, Agency shall have the right to withhold such amount from any payment due to the vendor under the Contract and to reduce the compensation payable to the vendor under the Contract by such amount.
- Contractor will provide the Agency with the cancellation clause and/or any amendatory endorsements that modify or change the policy cancellation clause of the insurance policies in force. It is the Contractor's responsibility to notify the Agency of any notice of cancellation, non-renewal or non-payment of premium in accordance with your policy provisions. In the event insurance is cancelled or not renewed, the Contractor shall notify the Agency within forty-eight **(48)** hours of such cancellation or non-renewal.
7. Before beginning any work under the Contract, vendor must provide Agency with certificates of insurance with attached endorsements. Certificates of Insurance alone will not be accepted by the Agency. Vendor may be requested to provide complete copies of the insurance policies demonstrating the required coverage. Vendor must assure that such certificates are in a form reasonably acceptable to the Agency and reflect fulfillment of all of the requirements of the Contract.

## Certificate Holder

The named Certificate Holder on all certificates of insurance shall be:

Sacramento Housing and Redevelopment Agency and its constituent entities  
801 12<sup>th</sup> Street  
Sacramento, CA 95814

## Agency as Additional Insured

The General Liability and Automobile Liability insurance policies shall name the Sacramento Housing and Redevelopment Agency and its constituent entities as additional insureds.

## 30-Day Cancellation

1. For contracts which require more than 30 days for the performance of work, the vendor must assure that the coverage afforded under the policies can only be canceled after thirty (30) days prior written notice to the Agency of the pending cancellation. **All** insurance certificates and the underlying policies shall each contain a provision stating that coverages afforded under the policies shall not be canceled until at least thirty (30) days prior written notice has been given to the Agency at the following address:  
Sacramento Housing & Redevelopment Agency and its constituent entities  
  
801 12<sup>th</sup> Street, 2<sup>nd</sup> Floor  
  
Sacramento, CA 95814
2. There are two ways to satisfy this requirement:
  - a. The cancellation clause on the certificate of insurance may be modified to read as follows:  
  
Cancellation: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left.
  - b. The following statement may be included on the insurance certificate:  
  
Notice of cancellation will be provided within ten (10) days for non-payment, and within thirty (30) days all others.

**Attachment G**



**CONTRACT  
For**

Effective Date:	
-----------------	--

AS OF THE ABOVE-WRITTEN "EFFECTIVE DATE", AND IN CONSIDERATION OF THEIR MUTUAL OBLIGATIONS, THE AGENCY AND CONTRACT

OR (DEFINED BELOW) ENTER INTO THIS "CONTRACT" AND AGREE AS FOLLOWS:

1. "Agency" is/are the following selected agency/agencies, which are public bodies, corporate and politic, and which has/have the address of 801 12<sup>th</sup> Street, Sacramento, California 95814:

SELECT	<b>AGENCY</b>	
	<input type="checkbox"/> Housing Authority of the City of Sacramento	<input type="checkbox"/> Housing Authority of the County of Sacramento
	<input type="checkbox"/> Sacramento Housing and Redevelopment Agency	

2. "Contractor" and Contractor's name and address for its principal place of business are the following:

Name	
Address	
DUNS #:	

Contractor is the following legal entity (select one):

<input type="checkbox"/> Sole Proprietor/Individual(s)	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit Corporation	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Other: Local Government

Funding Source	CFDA#	Award #	Award Year	Jurisdiction	Amount
				<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	
				<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	
				<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local	

3. "Scope of Work" for this Contract is the following [This contract is invalid unless this section is completed]. In addition to the Scope of Work here, there may be a detailed Scope of Work attached if that attachment is written by the Agency and the attachment must be in the same form as the following table, including all categories and tasks.]:

"PERFORMING PARTY"	"TASK/OBLIGATION":	"DEADLINE"
Contractor	<i>Scope of work or summary of scope of work</i>	
Contractor	"COMPLETION DATE": The date for completion of all of Contractor's Tasks/Obligations under this Contract	

4. "Attachments" for this Contract are the following, which are incorporated in this Contract as if included in full in the body of this document:

ATTACHMENT NO. CHECK APPLICABLE BOX	DESCRIPTION OF ATTACHMENT (Attachments marked N/A or stricken are not included)
	Contract Provisions (This Contract is <i>invalid</i> without the Contract Provisions attachment)
<input type="checkbox"/> yes # ___ <input type="checkbox"/> no	Federal Requirements
<input type="checkbox"/> yes # ___ <input type="checkbox"/> no	CDBG and Other Federal Requirements
<input type="checkbox"/> yes # ___ <input type="checkbox"/> no	Payments
<input type="checkbox"/> yes # ___ <input type="checkbox"/> no	General Conditions for Limited Construction Work (If this Contract is for construction work, it is invalid without the General Conditions for Limited Construction Work attached.)
<input type="checkbox"/> yes # ___ <input type="checkbox"/> no	Attachment for Architectural Services (If this Contract is for architectural services, it is <i>invalid</i> without the Attachment for Architectural Services attached.)
<input type="checkbox"/> yes # ___ <input type="checkbox"/> no	Personal Identifying Information Attachment
<input type="checkbox"/> yes # ___ <input type="checkbox"/> no	Conflict of Interest Form
<input type="checkbox"/> yes # ___ <input type="checkbox"/> no	Other

Unless expressly stated otherwise, the Attachments shall supersede any provisions of this Contract with which they conflict.

5. "Contract Price" is the maximum amount that the Agency is required to pay Contractor under this Contract. The Contract Price for this Contract is as follows:

<b>CONTRACTOR PRICE</b>	
-------------------------	--

6. "Payment Schedule for this Contract is as follows:

SELECT ONE	DATE, TIME PERIOD OR PERFORMANCE TO BE COMPLETED AS CONDITION OF PAYMENT (Only one payment schedule is selected)	MAXIMUM AMOUNT OF PERIODIC PAYMENT:
	Monthly payments due on the ___ day of the month	\$_____per month ___% of Contract Price
	Quarterly payments due by the 30 <sup>th</sup> of the month following the previous quarter.	Stated in Attachment ___
	Per amounts and on dates stated in Attachment ___ Payment	Stated in attachment ___
	According to the following Schedule of Tasks, periodic payment upon Contractor's completion of respective task:	
		\$
		\$
		\$
		\$
	As billed by Contractor, for work actually performed and services actually provided	According to the fees and rates stated in Attachment ___ <b>Payment</b>
		Per the Scope of Work
	Upon completion of the work for actual work performed	<b>Maximum Amount</b>
	Allowed Reimbursable Expenses	
	Not to Exceed	

Contractor shall not be reimbursed for expenses that are not specifically included in the Payment Schedule. Notwithstanding any other provision, reimbursable travel expenses shall not exceed the rates allowed by the Internal Revenue Service Standard Mileage Reimbursement and shall not include expenses for travel within a forty-five (45) mile radius of the Agency's place of business. Notwithstanding any other provision, reimbursable expenses shall not include any pro-rated overhead costs and expenses, facsimile or telecopier charges, copying costs (unless extraordinary and approved in advance by the Agency), courier charges, local and long distance telephone charges, and ordinary office and business supplies.

Contractor shall submit, at minimum, quarterly status reports on the services funded by the Agency that shall include the name, email address, and telephone number of Contractor's contact person. Annual or closeout reports are due 30 days after the end of the calendar year. Agency shall have the right to audit such reports, including the right to review all records of Contractor related to such reports.

7. "Term" The term of this contract shall be for a period of \_\_\_\_\_ beginning on the Effective Date and ending on \_\_\_\_\_.

8. "Special Provisions" are the following provisions or additional recitals, which are a part of the contract only if approved by Agency counsel as indicated by the accompanying initials.

SPECIAL PROVISION	AGENCY COUNSEL

9. "Conflict of Interest" the following statement describes whether or not the contractor is required to file a Fair Political Practices Commission Conflict of Interest statement.

<input type="checkbox"/> yes <input type="checkbox"/> no   Contractor must file a Conflict of Interest Statement with the Agency Clerk, unless this box is checked by the Agency signatory indicating that the Contractor is excluded from filing under the Agency Conflict of Interest Code.
---

In any event, no member, officer or any employee of Contractor, or its designees or agents, who exercises any fluctuations or responsibilities with respect to the program during his/her tenure or for one (1) year thereafter, shall have an interest, direct or indirect, in any contract or its proceeds, for work to be performed in connection with the program assisted under the Contract. Contractor must incorporate, or cause to be incorporated, in all subcontracts a provision prohibiting such interest pursuant to the purposes of this Section.

THIS CONTRACT IS EXECUTED in Sacramento, California as of the date first above written.

AGENCY:

CONTRACTOR:

By:

By:

Name:		Name:	
Title:		Title:	
		Tax ID Number:	

**CERTIFICATION OF AUTHORITY**

I certify under penalty of perjury under the laws of the State of California that I am fully authorized to execute the attached document for Contractor in the capacity I have stated, and that such execution is sufficient to bind the Contractor. Executed in \_\_\_\_\_, California, on \_\_\_\_\_.

\_\_\_\_\_  
Contractor's Signatory

SAMPLE

## Attachment 1 Contract Provisions

1. **CONTRACT CONTENTS, PRECEDENCE AND DEFINITIONS.** This Contract consists of this Contract document and all of the Attachments named in this Contract. Except for matters required by law or expressly stated otherwise, the provisions of the attachments supersede any provisions of the body of this Contract with which they conflict. Unless otherwise defined in this Attachment 1, capitalized terms shall have the definitions stated in this Contract.

2. **SCOPE OF WORK.** Notwithstanding the wording of the Scope of Work, unless a Task/Obligation is expressly described in the Scope of Work as one that is not mandatory, each Task/Obligation described in the Scope of Work is the mandatory obligation of the Performing Party, and it must be completed on or before its respective Deadline. As the context indicates the Task/Obligation must be performed at or delivered to the Location stated in the Scope of Work.

3. **CONTRACT TERM AND TIME OF PERFORMANCE.** The “Contract Term” shall begin on the date of this Contract and shall end at 5:00 p.m. on the Expiration Date or upon completion of all services, whichever shall first occur. The Expiration Date is the date for completion of all obligations of the parties under this Contract.

a) Certain of the Contract requirements, as expressly stated in this Contract, shall survive the completion or termination of this Contract.

b) The Contractor acknowledges that it is not entitled to compensation for any work done or costs incurred prior to the date of this Contract or subsequent to the Completion Date. This contract cannot be revived, amended or extended by agreement made after the Expiration Date.

4. **COMPENSATION, REIMBURSEMENT AND METHOD OF PAYMENT.** Notwithstanding any other provision of this Contract, the parties agree that the total compensation and reimbursement for all services and expenses required during the term of this Contract shall not exceed the Contract Price. Agency shall pay the Contractor in the amounts and at the times specified in the Payment Schedule. Agency is not obligated to make any payment under this Contract for work Contractor has not yet performed or goods not delivered. Agency is not obligated to make any payment under this Contract for so long as Contractor is in material default of this Contract. Except as specified in writing in this Contract, Agency is not obligated or liable under this Contract to any party other than the Contractor.

5. **INSURANCE COVERAGE REQUIREMENTS.** During the Contract Term, Contractor must maintain the following insurance coverage from insurance providers licensed to do business in California and having an industry rating that is acceptable to Agency. Failure to maintain the required insurance is a material breach of this Contract. Before beginning any work under this Contract, Contractor must provide Agency with certificates of insurance or copies of the insurance policies demonstrating the required coverage, and the required endorsements naming “the Sacramento Housing and Redevelopment Agency and its constituent entities” as an additional insured. Contractor must assure that such certificates and endorsements are in a form acceptable to the Agency and reflect fulfillment of all of the requirements of this Contract. Contractor must assure that the coverage afforded under the policies can only be canceled after thirty (30) days prior written notice to the Agency of the pending cancellation. Contractor must mark such notice to the attention of the Agency’s Procurement Services Office at the following address:

SACRAMENTO HOUSING & REDEVELOPMENT AGENCY  
801 12<sup>th</sup> Street – Procurement Services (PS)  
Sacramento, California 95814

a) The required insurance coverage is the following: (i) Two Million Dollars (\$2,000,000) or more of comprehensive general liability coverage including, without limitation, coverage for contractual liability, public liability and property damage and having a deductible of Twenty-five Thousand Dollars (\$25,000) or less; (ii) if motor vehicles are used in connection with this Contract, Five Hundred Thousand Dollars (\$500,000) or more of automobile liability coverage having a deductible of Five Thousand Dollars (\$5,000 ) or less; and statutory limits or more of workers compensation coverage for all employees of Contractor and all others doing Contract work. The policies shall be endorsed to name the “the Sacramento Housing and Redevelopment Agency and its constituent entities” as an additional insured. The insurance afforded to such additional insured shall apply to the fullest extent permitted by law and shall be at least as broad as that afforded to the named insured.

b) Cancellation: Contractor will provide the Agency with the cancellation clause and/or any amendatory endorsements that modify or change the policy cancellation clause of the insurance policies in force. It is the Contractor's responsibility to notify the Agency of any notice of cancellation, non-renewal or non-payment of premium in accordance with your policy provisions. In the event insurance is cancelled or not renewed, the Contractor shall notify the Agency within forty eight (48) hours of such cancellation or non-renewal.

\_\_\_\_\_ **Contractor's Initials**

c) Contractor is in material breach of this Contract for so long as Contractor fails to maintain all of the required insurance. Agency has the right, but not the obligation, to pay any delinquent insurance premiums and any other charges to reinstate or maintain the required insurance policies and coverage. Upon Agency's demand, Contractor must immediately reimburse Agency for any and all costs incurred by Agency in so obtaining and/or maintaining insurance. If Agency does incur such costs, Agency shall have the right to withhold such amount from any payment due to Contractor under this Contract and to reduce the compensation payable to Contractor under this Contract by such amount.

**6. BILLING PROCEDURES AND CONDITIONS.** Agency must make the payments due under this Contract, as provided in Part I, subject to the following provisions:

a) Agency must pay the Contract Price to Contractor for performance of Contractor's obligations under this Agreement, or so much of the Contract Price as may be due for services actually performed and materials actually supplied by Contractor under this Contract. Agency must make such payments within thirty (30) days following delivery by Contractor to Agency of invoices stating the amount then due and specifying the services performed for which payment is due. Agency is not required to make such payment more frequently than specified as the Time for Payment. Contractor will not be paid for expenses or overhead as separate items of cost unless such items are specifically listed in the Payment Schedule, and then not to exceed the amounts so provided. In any event, Agency is not required to pay Contractor a total amount for goods, services and expenses which exceed the Contract Price.

b) Contractor may make requests for payment, after the Completion Date and through the Billing Date, for services performed or materials provided to the Contract work on or before the Completion Date. The Agency shall make payments due under this Contract on or before the Expiration Date. The Agency is not obligated to make payments to Contractor for invoices submitted after the Billing Date.

c) As a condition for payment, Contractor must submit billing statements, in duplicate, not less than ten (10) business days before the date of a requested payment. Such billing statements shall specify the dates on which the work was performed; the nature of the work performed; the percentage of the total work performed; the name of the individual performing each element of the work; the respective hourly billing rates; a list of all expenses for which reimbursement is sought; and the requested payment date.

d) Within ten (10) days following a written request received from Agency, Contractor must provide a bill to Agency for all work done as of the request date. Agency is entitled to make similar requests at intervals of not less than thirty (30) days following the initial request.

e) Contractor must submit the final bill for all work under this contract within 30 days of Completion Date.

**7. INDEMNIFICATION.** Except to extent of active negligence, willful misconduct or gross negligence on the part of Agency, Contractor shall indemnify, hold harmless and defend, to the fullest extent permitted by law, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Sacramento Housing and Redevelopment Agency, the City of Sacramento and the County of Sacramento, their respective officers, directors, commissioners, advisory committee members, agents, and employees from liability, claims, demands, attorney's fees or litigation and related costs, including, without limitation, court costs and investigator, witness, arbitrator and mediator fees, for any injury or damages to persons or property resulting from Contractor's prosecution of work under the Contract, or otherwise related to this Contract, whether caused, in whole or part, by an intentional act, negligent act or omission by Contractor, its officers, employees, or agents.

8. **NO WAIVER OF RIGHTS AND REMEDIES.** Agency's failure, at any time, to object to any breach of covenant or obligation, to any failure of performance, or to any other default on the part of the Contractor shall not constitute a continuing waiver of subsequent breaches or defaults. Agency's making of any payment to the Contractor shall not, under any circumstances, be considered a waiver by Agency. Agency's making of any payment while any breach or default by Contractor exists shall in no way impair any right or remedy available to Agency related to such breach or default, including, without limitation, the right to withhold future payments.

9. **HIRING OF OTHERS.** Unless consultants, specialists, experts or other third parties are listed in the Scope of Work, Contractor must not employ any of them or incur any obligation to pay any of them for services performed under this Contract without the prior written approval of Agency. Agency's written approval shall not create any obligation of the Agency with regard to any such third party. Contractor has no authority to, and must not purport to, employ, hire or contract with any such third party as agent of the Agency or otherwise on behalf of Agency.

10. **TERMINATION OF CONTRACT FOR CAUSE.** If either party fails to fulfill its obligations under this Contract in a timely and proper manner or violates any of the covenants, agreements, or stipulations of this Contract, and if such failure or violation is material and substantial, the other party shall have the right to terminate this Contract by written notice to the defaulting party.

a) If Contractor defaults and Agency terminates the Contract, all finished or unfinished work, products, documents, electronic media, data, studies, artwork, renderings, models, software programs, and reports prepared by Contractor under this Contract shall, at the option of Agency, become property of the Agency, upon payment to Contractor of just and equitable compensation for such work which is completed and which is reasonably satisfactory to Agency. Agency's exercise of its option to own such properties does not relieve Contractor of liability to Agency for damages on account of Contractor's default, and Agency may withhold any payments to Contractor for the purpose of setoff until such time as the exact amount of damages due Agency from Contractor is determined.

b) If Agency defaults and Contractor terminates the Contract, upon Contractor's submission of the billings and receipts required by this Contract, Agency must pay to Contractor an amount which bears the same ratio to the total compensation under this Contract as the services actually performed by Contractor bear to the total services of Contractor covered by this Contract, less payments of compensation previously made (for example, if the work is eighty percent complete, Agency must pay eighty percent of the compensation less any amounts previously paid for the work). In addition, Agency must reimburse Contractor for all unreimbursed expenses that are reimbursable under this Contract upon Contractor's submission of the billings and receipts required by this Contract for reimbursement.

11. **TERMINATION FOR CONVENIENCE OF AGENCY.** Agency may terminate this Contract, at any time and without cause, by a notice in writing from Agency to Contractor.

12. **CHANGES.** Agency may, from time to time, request changes in the Scope of Work to be performed by Contractor. Such changes, including any increase or decrease in Contractor's compensation, must be by written amendment to this Contract executed in advance by Agency and Contractor.

13. **PERSONNEL, FACILITIES AND EQUIPMENT.** Contractor represents that it has, or will, secure at its own expense all personnel, facilities and equipment required in performing the services under this Contract. Such personnel must not be Agency employees or have any contractual relationship with Agency, except with Agency's prior written approval.

a) All the services required under this Contract will be performed by Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

b) No person who is serving a sentence in a penal or correctional institution shall be employed on work under this Contract.

14. **SUBCONTRACTING.** Contractor must not enter into any subcontract for performance of the services covered by this Contract without the prior written consent of Agency. In any event, Contractor shall be as fully responsible to Agency for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it. In any event, Contractor must insert in each subcontract appropriate provisions requiring compliance with the labor standards provisions, insurance and other relevant provisions of this contract.

15. **INTERESTS OF OFFICIALS.** No member of the governing body of Agency, and no officer, employee or agent of Agency who exercises any functions or responsibilities in connection with carrying out the project to which this Contract pertains, shall have any personal interest, direct or indirect, in this Contract. No member of the governing body of the locality in which the project is situated, and no other public official of such locality, who exercises any functions or responsibilities in the review or approval of the carrying out of the project to which this Contract pertains, shall have any personal interest, direct or indirect, in this Contract. If federal funds are expended by the Agency for this Contract, no member of or delegate to the Congress of the United States, and no Resident Commissioner, shall be admitted to any share or part of this Contract or to any benefit arising from this Contract. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in any portion of the project to which this Contract pertains, or any other interest which would conflict in any manner or degree with the performance of its services under this Contract. Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed by Contractor.

16. **CONFLICTS OF INTEREST STATEMENT.** Contractor shall, upon Agency request, complete and submit a conflict of interest statement to the Agency in form approved by the Agency.

17. **OWNERSHIP OF PROFESSIONAL AND TECHNICAL INFORMATION.** All professional and technical information, in the form of original designs, drawings, data, computations, specifications, report texts, estimates, writings, artwork, renderings, models, software programs, and any other material, data and information collected or developed in connection with the work under this Contract, and all original documents shall be forwarded to and become the sole property of Agency. Neither Contractor nor any of its associates or consultants shall have any rights or interest in such information, documents and material. Contractor and its associates and consultants may retain such copies or reproductions, at their expense, of the original documents as necessary for their files, records and reference.

18. **NO INTELLECTUAL PROPERTY RIGHTS OR ARTIST'S RIGHTS IN CONTRACT WORK.** In any event, without the prior written approval of the Agency, Contractor and any person or entity acting on behalf of Contractor shall neither obtain nor have, and expressly waives, any rights, in law or in equity, in any intellectual property developed in furtherance of this Agreement, including, without limitation, copyright, trademark, service mark, patent or rights of an artist in a work of art. Artists preparing any artwork under this Agreement waive any rights to notice or to take any action regarding the use, removal, relocation or destruction of any artwork so prepared. Contractor represents and acknowledges that Contractor has or shall obtain such waivers in writing for all persons or entities performing work under this Agreement

19. **COMPLIANCE WITH LAWS.** Contractor must comply with all applicable laws, ordinances and codes of the federal, state and local governments, and must commit no trespass on any public or private property in performing any of the work set forth in this Agreement.

20. **CHILD SUPPORT COMPLIANCE ACT.** If this Agreement is in amount that exceeds \$100,000, the following is acknowledged and agreed to by the Contractor: (1) Contractor recognizes the importance of child and family support and shall fully comply with all applicable state and federal laws relating to child and family support enforcement orders, including but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8(commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (2) Contractor, to the best of its knowledge, agrees to fully comply with the earnings assignment orders of all employees and to provide the names of all new employees to the New Hire Registry, maintained by the California Employment Development Department.

21. **ASSIGNABILITY.** Contractor is prohibited from assigning, and waives all rights to assign or transfer, any interest in this Contract without the prior written approval of Agency. Any purported assignment of any of Contractor's rights and obligations under this Contract without the prior written consent of the Agency is a breach of this Contract.

22. **AGENCY COOPERATION.** Agency will reasonably cooperate with Contractor regarding this Contract. As and when requested by Contractor, Agency will furnish to Contractor any and all pertinent information which Agency may possess during the time of performance of Contractor's duties under this Contract.

23. **CONFIDENTIALITY.** All information prepared or assembled by the Contractor under this Contract is confidential. Contractor must not make this information available to any individual or organization without the prior written approval of Agency. Contractor must immediately forward to Agency all requests for information related to this Contract made by a third party to Contractor. Contractor must not disclose or permit the disclosure of any confidential information of

the Agency, except to its agents, employees and other consultants, approved by Agency, who need such confidential information for the proper performance of their duties related to this Contract or on behalf of the Agency.

24. **PRIVACY.** The Contractor agrees to comply with the Federal Privacy Act of 1974 (the Act) and the Agency rules and regulations issued under the Act

25. **CONTRACTOR'S STATUS.** Contractor, for all purposes under this Agreement, is an independent Contractor and must maintain any and all licenses required by law for the performance of Contractor's obligations under this Contract. Except as expressly stated in this Contract, Agency is prohibited from directing the methods of Contractor's work under this Contract, requiring Contractor's use of an Agency office for Contractor's performance or setting regular working hours for Contractor or Contractor's employees.

26. **CONTRACT CONSTRUCTION AND ENFORCEABILITY.** The existence, validity, construction and operation of this Contract, and all its representations, terms and conditions shall conform to the laws of the State of California, exclusive of its conflict of law rules. Throughout this contract, the use of singular and plural forms, or the various gender forms, shall each include the other as the context may indicate. If any provision of this Contract is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and the entire Contract will be severable and remain in effect.

27. **NOTICES.** Any notices, bills, invoices, or reports required by this Contract shall be sufficient if sent by the parties through the United States Postal Service, postage paid, to the address of the other party as indicated in this Contract.

28. **ENTIRE CONTRACT.** This Contract contains the entire agreement of the parties. No other agreement, statement or promise made on or before the date of this Contract will be binding on the parties. No changes to this Contract are valid unless they are made by written amendment duly executed by the parties.

29. **VENUE.** Unless otherwise agreed in writing by the parties, the venue for all actions related to this Contract is Sacramento County, California.