

SOLICIATION OF INTEREST

Projects and Properties to House the Formerly Homeless

Deadline to Respond by **Friday, February 17, 2023 at 5:00pm**

SUMMARY

The County of Alameda (County), through the Health Care Services Agency (HCSA), is seeking proposals for permanent housing units to be utilized as housing for homeless and formerly homeless individuals and households.

At the time of this solicitation, the County has approximately \$20 million in available funding to provide annual operating support for projects that set-aside units to be filled through Alameda County's Coordinated Entry System for people who are homeless. The annual operating support will be committed for a minimum of five years with expected future funds to provide ongoing operating support. Separate from this solicitation, the County funds supportive services providers to work with tenants in units selected through this process.

No award is guaranteed through this solicitation. A grant agreement resulting from this solicitation may be executed by one or more agencies identified by HCSA.

PROGRAM DESCRIPTION

Supportive housing provides affordable housing, typically paired with supportive services that help residents transition into and maintain housing, for formerly homeless households. The funding available in this solicitation would provide operating support to make housing costs affordable for the target tenant population and may be matched with supportive service providers, and nursing and caregiver services, as applicable.

Projects funded through this solicitation will be used to serve homeless (and formerly homeless individuals and households identified through [Alameda County Coordinated Entry](#)). The most common household size is one or two and household area income is typically well below 30% of Area Median Income (AMI). HCSA is particularly interested in projects that are suitable for homeless and formerly homeless individuals who are medically frail, defined as having significant functional limitations and medical complexity. Medically frail housing has additional nursing and caregiver services provided.

Projects awarded funding will enter into a regulatory agreement that will restrict rents and establish unit occupancy standards. Respondents should NOT assume units funded through this solicitation will have access to Project-Based Vouchers.

OPERATING SUPPORT

Annual operating support is calculated based on the estimated gap between the set rent (up to Fair Market Rent) of the unit, and tenant's rental contribution. Tenant rental contribution is capped at 30% of their annual household income. "Rent" means the same as "gross rent" which includes all mandatory charges, other than deposits paid by the tenant, for use and occupancy of a unit, including utilities.

For budgeting purposes, funding requests included in proposals should assume tenant household income is at or below 30% of AMI for a household of one based on the [2022 table](#).

PROJECT REQUIREMENTS

- All tenants will be referred through the County's Coordinated Entry process – projects will need to enter into a separate Memorandum of Understanding with the Coordinated Entry Management Entity, the Health Care Services Agency's Office of Homeless Care and Coordination.
- Projects must adhere to a [Housing First model](#).
- Tenant rental contribution cannot exceed 30% of household income.
- All projects must be located within the County of Alameda.
- Property manager identified must have three or more years of property management experience serving the proposed target population.

Projects awarded funding will enter into an agreement specifying annual funding amount and requiring that:

- Units will be subject to ongoing Housing and Urban Development (HUD) Housing Quality Standards as verified by certified Housing Quality Standards (HQS) inspectors.
- Project sponsors are responsible for performing tenant income certifications and recertifications in accordance with funding guidelines.
- Projects provide annual reporting including budgets, actual costs, and tenant/participant lists. Basic required elements include name list, tenant income, unit cost, and monthly subsidy value by tenant/unit. Projects are subject to auditing and additional reporting requirements may be outlined in the final grant agreement.

DESIRED CRITERIA

In addition to the above required criteria, the County of Alameda seeks units in projects that:

- are cost effective with a per unit monthly cost not exceeding 120% of HUD Fair Market Rent, before operating support;
- have at least 20 units available in a single site location, with a preference for studio and one-bedroom units;
- are available for occupancy by December 31, 2023 and have project sponsors who are able to enter into grant agreements with the County by July 1, 2023;
 - Respondents who cannot meet these timelines are still encouraged to respond as not all funding sources included in this solicitation require the expedited timeline;
- have project sponsors with experience serving this target population and working with service providers;
- are in ½ mile proximity in public transit and community resources including grocery stores and medical care; and
- have community space available for onsite services.

Units identified to serve medically frail clients additionally should have accommodations that can serve at least 25 people and ideally, but not necessarily:

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- are in a secure site that allows for monitoring of resident, caregiver and guest entry and exit;
- do NOT have carpet;
- have a space/room in the building that can be used for medical storage with keyed entry;
- have space that can be used as an exam room.

SUBMITTAL REQUIREMENTS

Please provide the following information in a word document with a completed page number form (Appendix I), and complete the attached Unit Detail worksheet:

About the Property

1. Building Owner Information, including the property ownership structure
2. Address
3. Number of total units in the building

Project Description

4. Number of total units available to be leased to formerly homeless households (all of which will be referred through Coordinated Entry)
5. Total annual funding request (*please complete in Unit Detail worksheet*)
6. Description of units available (*please complete in Unit Detail worksheet*)
7. Accessibility of building, including the number of elevators
8. Does the project have a regulatory agreement restricting the use of the property and target population(s), and, if so, what is the length of said agreement?

Project Readiness

9. Date units are available for occupancy
10. Ability to enter into a grant agreement by July 1, 2023 (yes or no)

Property Amenities and Condition

11. Description of building space:
 - a. Are there indoor/outdoor communal areas?
 - b. Are there additional rooms and/or storage that could be used by a partner services provider?
12. Condition and age of property
13. Located within a ½ mile of transit and community resources (please provide distance to each resource identified)
 - a. Health facility (e.g., medical clinic or hospital, not a private doctor's office)
 - b. Public transit (e.g., Bus stop, BART station, or rail station)
 - c. Grocery store, supermarket or convenience store with food
 - d. Pharmacy
 - e. Public park or community center accessible to the general public
 - f. Public library
 - g. Facility that operates to serve senior citizens
 - h. Facility that operates to serve people with special needs

Project Sponsor Experience

Please describe the Project Sponsor's and team's experience (please includes names of projects and years of operation for each item. If the project team includes more than one entity, please describe operational structure:

14. Owning and operating housing
15. Operating as a property manager for projects serving individuals and families experiencing homelessness or are at risk of being homeless
 - a. Specifically, experience and commitment to a Housing First model
16. Partnering with service providers
 - a. If the proposed project has an existing/intended services provider, please provide the name of the provider, the services plan, and the duration of the existing partnership.
 - b. Depending on the client population to be served, a project may be required to partner with a supportive services provider or additional supportive services provider. Please affirm willingness to partner with a HCSA identified agency, if selected.

Ability to Serve Medically Frail Tenants

17. Please indicate interest in providing units to be set-aside specifically for medically frail homeless or formerly homeless individuals.
 - a. How many of the available units could serve medically frail tenants? (minimum of 25 units in a single location desired)
 - b. Can resident, caregiver, and guest entry and exit be monitored?
 - c. What is the flooring of identified units and common areas (preference for NO carpet)?
 - d. Is there space in the building that can be used for medical storage with keyed entry?
 - e. Is there space in the building that can be used for an exam room?

EVALUATION CRITERIA

The County will review, score and award operating support based upon the project requirements and desired criteria listed in this solicitation. Total points possible by category is provided in Appendix I. Actual award decisions will be based on funding availability and funding source restrictions (including geographic and timing restrictions).

RIGHT TO REJECT

The County of Alameda reserves the right, in its sole discretion, to choose any response to this SOI. which has been determined to meet the objectives stated herein, to reject all submittals or to choose a different combination of projects.

QUESTIONS & SUBMITTAL DEADLINE

Written questions about this solicitation may be submitted to OHCC Housing Services via email at hso@acgov.org by January 25th, 2023, at 5:00 pm. If questions are received, responses will be posted at the following [location](#) by February 1st, 2023.

Please submit your responses to OHCC Housing Services via email at hso@acgov.org by **February 17th, 2023, at 5:00 pm** in the format described above.

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Procedural questions after February 17th, may be sent to Jeannette Rodriguez, Housing Services Director (jerodriguez@acgov.org) and will be responded to within five business days.

PROJECT TIMELINE

Below is the estimated schedule for the project selection and application process:

Activity	Date
Circulation of RFP	January 18, 2023
Written Questions Deadline	January 25, 2023
RFP Submittal Deadline	February 17, 2023
County Review of Responses	February 20 – March 3, 2023
Rolling Awards – First Projects Contacted	March 20, 2023 (<i>target – subject to change</i>)

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APPENDIX I

	Evaluation and Selection Criteria	Page Number(s)
	<i>About the Property (no points allocated)</i>	
1.	Building Owner Information, including the property ownership structure	
2.	Address	
3.	Number of total units in the building	
	<i>Project Description (total possible points – 40)</i>	
4.	Number of total units available to be leased to formerly homeless households (all of which will be referred through Coordinated Entry)	
5.	Total annual funding request	<i>(please complete in unit detail worksheet)</i>
6.	Description of units available	<i>(please complete in unit detail worksheet)</i>
7.	Accessibility of building, including the number of elevators	
8.	Does the project have a regulatory agreement restricting the use of the property and target population(s), and, if so, what is the length of said agreement?	
	<i>Project Readiness (total possible points – 20)</i>	
9.	Date units are available for occupancy	
10.	Ability to enter into a grant agreement by July 1, 2023 (yes or no)	
	<i>Property Amenities and Condition (total possible points - 20)</i>	
11.	Description of building space: a) Are there indoor/outdoor communal areas? b) Are there additional rooms and/or storage that could be used by a partner services provider?	
12.	Condition and age of property	
13.	Located within a ½ mile of transit and community resources (please provide distance to each resource identified) a. Health facility (e.g., medical clinic or hospital, not a private doctor's office) b. Public transit (e.g., Bus stop, BART station, or rail station) c. Grocery store, supermarket or convenience store with food d. Pharmacy e. Public park or community center accessible to the general public f. Public library g. Facility that operates to serve senior citizens h. Facility that operates to serve people with special needs	

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	<p>Project Sponsor Experience <i>(total possible points – 20)</i> <i>Please describe the Project Sponsor's experience (please includes names of projects and years of operation for each item:</i></p>	
14.	Owning and operating housing	
15.	<p>Operating as a property manager for projects serving individuals and families experiencing homelessness or are at risk of being homeless</p> <p>a. Specifically, experience and commitment to a Housing First model</p>	
16.	<p>Partnering with services providers</p> <p>a. If the proposed project has an existing services provider, please provide the name of the provider, the services plan, and the duration of the existing partnership.</p> <p>b. Depending on the client population to be served, a project may be required to partner with a supportive services provider or additional supportive services provider. Please affirm willingness to partner with a HCSA identified agency, if selected.</p>	
	<p>Ability to Serve Medically Frail Tenants <i>(total possible points – 25)</i> <i>This section will be separately scored – projects may be selected that do not seek to serve medically frail tenants</i></p>	
17.	<p>Please indicate interest in providing units to be set-aside specifically for medically frail homeless or formerly homeless individuals.</p> <p>a. How many of the available units could serve medically frail tenants? (minimum of 25 units in a single location desired)</p> <p>b. Can resident entry and exit be monitored?</p> <p>c. What is the flooring of identified units (preference for NO carpet)?</p> <p>d. Is there space that can be used for medical storage with keyed entry?</p> <p>e. Is there space in the building that can be used for an exam room?</p>	