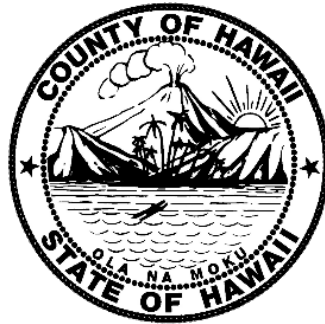


# REQUEST FOR PROPOSALS

## 2024-2025



ISSUED BY

### COUNTY OF HAWAI'I OFFICE OF HOUSING & COMMUNITY DEVELOPMENT (OHCD)

1990 KINO'OLE STREET, SUITE 102

HILO, HI 96720

 (808) 961-8379

 [OHCDENGAGEMENT@HAWAIICOUNTY.GOV](mailto:OHCDENGAGEMENT@HAWAIICOUNTY.GOV)

[WWW.HOUSING.HAWAIICOUNTY.GOV/GRANTS-FUNDING/HOMELESSNESS-AND-HOUSING-FUND](http://WWW.HOUSING.HAWAIICOUNTY.GOV/GRANTS-FUNDING/HOMELESSNESS-AND-HOUSING-FUND)

### DEADLINE TO APPLY:



**MONDAY, SEPTEMBER 16, 2024, 4:00 PM HST**

The County of Hawai'i is an Equal Opportunity Provider and Employer



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## HOMELESSNESS AND HOUSING FUND

On March 23, 2022, the County of Hawai'i passed Ordinance 22-26, which appropriates seventy-five percent (75%) of tier two property tax revenues towards addressing the complex challenges of homelessness and housing on Hawai'i Island. The funding aims to address both the immediate needs of unhoused and unstably housed individuals and the long-term goal of promoting access to sustainable housing solutions. The estimated amount of funding for Fiscal Year 2024-2025 is not to exceed \$10,500,000.00.

Ensuring that homelessness is rare, brief, and non-recurring is the guiding principle of the County of Hawai'i's Homelessness and Housing Fund. To achieve this, the fund management relies on key performance metrics adapted from the U.S. Department of Housing and Urban Development's System Performance Measurements. These essential "Metrics that Matter" include:

- **Measure 1:** Reduce the Number of Persons Experiencing Homelessness
- **Measure 2:** Reduce the Length of Time Persons Experience Homelessness
- **Measure 3:** Reduce Recidivism

To establish an investment framework aimed at significantly reducing homelessness across the County, a diverse group of community members and stakeholders developed "[The Strategic Roadmap for Homelessness and Housing — County of Hawai'i](#)" (referred to as the "Roadmap"). Released on September 1, 2022, the Roadmap outlines the strategic priorities and approaches necessary to achieve these reductions. See the full report in Exhibit A.

The Homelessness and Housing Fund awards grants to public agencies, approved non-profit organizations and for-profit entities to support and enhance both existing or proposed projects or programs that directly align with the priorities detailed in Exhibit A. This collaborative effort ensures that investments are targeted and effective in addressing homelessness within the County.

### Goals & Objectives



*The County's Office of Housing and Community Development (County) is requesting proposals for the 2024-2025 Fiscal Year Homelessness and Housing Fund (HHF) Grant Awards. The goal of the fund is to effectively reduce the amount, duration, and recurrence of homelessness in the County by addressing the Priorities outlined in the Strategic Roadmap for Homelessness and Housing [Exhibit A]. Proposals shall present projects, services, operations, or programs that:*

- Align with the County's goal to expand and promote pathways to housing, resources, and other vital services
- Directly lead to long-term housing or have systems in place to refer Participants to these resources
- Partner and collaborate with other community-based resources and services
- Integrate innovative, creative, and novel approaches to addressing homelessness and housing challenges
- Demonstrate an effective, impactful, and sustainable use of funds as well as the ability to deliver on expected outcomes

### Project Requirements



*All awarded funding must directly address the Goals and Objectives outlined in this RFP. Adherence to and compliance with all program requirements must be met throughout the duration of the Agreement period. Refer to Sections 2, 3 & 4 of the RFP for more details on Expectations and Requirements.*

- Utilization of the County selected, HIPAA compliant Client Data Management Software
- Monthly and final outcome reporting with supporting narrative
- Meet all success outcomes as outlined in Proposer's proposal
- Make measured progress on HHF Roadmap Priorities and "Metrics that Matter"
- Fiscal monitoring and monthly expense reporting
- Agreeance to reimbursement funding structure, following initial payment
- Commitment and capability to coordinate services with other community agencies



### Proposal Submission Process



*Proposal submissions for the Homelessness and Housing Fund Request for Proposals must be received on or before **4:00 p.m. HST, Monday, September 16, 2024**, via electronic submission. Please refer to Section 4 “Proposals”, as well as the accompanying Proposal Guide for complete information. The Proposal Guide can be found on the HHF website. Proposals received after the deadline will not be considered.*

- The RFP should be reviewed in full before proceeding with the application.
- Proposals are to be submitted online via the Neighborly application portal, which can be accessed through the HHF website: [www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund](http://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund).
- General questions can be emailed to [ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov)
- If there is any doubt about the interpretation of any of the RFP provisions, written inquiries and questions shall be submitted to the County OHCD by email to [ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov). The deadline for inquiry submissions is August 30, 2024. Responses to all inquiries will be posted on the county website by September 5, 2024. Refer to Section 1.8 of the RFP for complete instructions.
- Virtual Informational Sessions are scheduled for [August 21, 2024, at 10:00am HST](#) and [August 26, 2024, at 1:00pm HST](#). Click on either date to register. The same information will be shared at both.

### Selection Criteria



*Proposal submissions shall be reviewed and considered for funding approval by an impartial, multi-departmental committee, utilizing a point-based ranking and rating rubric system, found in Section 5.3. The County will provide notifications of grant selections and awards on or around October 22, 2024, for an Agreement period beginning February 2025. The County reserves the right to reject any proposal.*

- Proposals will be evaluated based on the following categories:
  - General Completeness
  - Service Delivery
  - Alignment with HHF Program
  - Staffing and Organizational Capacity
  - Program Experience and Capability
  - Proposed Financials
  - Data and Outcomes

## Proposal Documentation Checklist



A complete proposal includes the following forms and documentation:

- ORGANIZATION INFORMATION FORM, **signed, with the following required documents attached** [see Exhibit B of this RFP]
  - Certificate of Vendor Compliance (See Section 3.9), government entities excluded
  - Confidentiality, Data Security, and Privacy Policies & Procedures (See Section 3.11)
  - **Non-profit organizations only: Attach each of the five (5) organizational documents listed below**
    - Current Charter or Articles of Incorporation
    - Current By-Laws
    - Current Corporate Resolution, if required per by-laws
    - A current Board of Directors list including names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors
    - Copy of IRS verification of tax-exempt status, if applicable
- PROJECT GOALS & OUTCOMES [see Exhibit C of this RFP]
- PROJECT PROPOSAL NARRATIVE, **with the following two (2) required documents attached** [see Exhibit D of this RFP]
  - Organizational Chart (See Section 2.5)
  - Verifiable History of Experience (See Section 3.1)
- PROPOSED PROJECT BUDGET [see Exhibit E of this RFP]
- PROPOSED PROJECT BUDGET – Narrative, **signed** [see Exhibit F of this RFP]
- CONFLICT DISCLOSURE FORM, **signed** [see Exhibit G of this RFP]

## 1. GENERAL INFORMATION

The County is requesting proposals from qualified non-profit organizations, research and educational institutions, and government agencies for Homelessness and Housing Support Grants – Services, Operations, and Programming – that will assist the County in carrying out initiatives that address one or multiple priorities named within the Strategic Roadmap for Homelessness and Housing [Exhibit A], released September 1, 2022 (“Roadmap”).

Proposals shall also make measured improvements towards “Metrics that Matter” listed below.

- **Measure 1:** Reduce the Number of Persons Experiencing Homelessness
- **Measure 2:** Reduce the Length of Time Persons Experience Homelessness
- **Measure 3:** Reduce Recidivism

### 1.1 Definitions

**“Administrative Costs”** means costs for general management, oversight, coordination, evaluation, and reporting on contracted services. Such costs do not include costs directly related to carrying out contracted services, since those costs are eligible as Operating Costs (see below). Administrative costs of a proposed project budget must not exceed 15% (fifteen percent) of the requested amount through this RFP.

**“Agreement” and “Contract”** are used interchangeably. They refer to the legally binding document provided by the County to the selected Grantee, covering the duration of the grant award time period, in which all rules, requirements, and stipulations are outlined and signed by both parties.

**“Applicant” and “Proposer”** are used interchangeably and means an eligible non-profit organization, research, educational, or government institution submitting a proposal application to receive funds from this County Request for Proposal.

**“At Risk”** and **“At Risk of Becoming Homeless”** are used interchangeably and mean an individual or Family who will lose their primary nighttime residence, provided that:

- 1) the primary nighttime residence will be lost within 45 days of the date of application for Homeless assistance;
- 2) subsequent residence has been identified; and
- 3) the individual or Family lacks the resources or support networks, e.g., Family, friends, faith-based or other social networks, needed to obtain other permanent housing.

**“Bridge Housing”** means transitional shelters used as a short-term stay, generally for up to 90 days, when an individual or Family has been offered and accepted a permanent housing intervention (e.g., Section 8 voucher, permanent supportive housing voucher, rent to work voucher) but is not able to immediately enter the permanent housing.

**“Chronically Homeless”** means an individual or Family that:

- 1) is Homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- 2) has been Homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years where those occasions cumulatively total at least 12 months.

**“Continuum of Care”** and **“CoC”** are used interchangeably in this document and mean the planning bodies required by the U.S. Department of Housing and Urban Development (HUD) to carry out the responsibilities defined under 24 CFR Part 578 (Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program). A CoC is a group composed of representatives of organizations, including nonprofit Homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve Homeless and formerly Homeless veterans, and Homeless and formerly Homeless persons to the extent these groups are represented within the geographic area and are available to participate. A CoC is responsible for coordinating funding, policies, strategies, and activities toward ending Homelessness in a designated geographic region, including but not limited to plans and oversight for use of HUD CoC funding.

**“Coordinated Entry System” (CES)** is a fair, immediate, low barrier, person-centered process that helps communities prioritize housing assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes provide information about service needs and gaps to help communities plan their assistance and identify needed resources. All coordinated entry locations and methods (phone, in-person, online, etc.) offer the same assessment approach and referrals using uniform decision-making processes.

**“Double Up Housing”** are households that are temporarily sharing housing with other individuals due to loss of their own place, economic hardship, or similar reasons.

**“Family”** means:

- 1) two or more persons who live or intend to live together as a unit, one of whom is a minor, under 18 years of age, related by blood, marriage, or operation of law, including foster children and hanai children; or

- 2) a person who is pregnant or in the process of securing legal custody of a minor child or children.

**“Grantee”** means an eligible organization that is selected by the County to receive funds and provide services. **“Provider”** and **“Contractor”** are also used in this document interchangeably with **“Grantee”**.

**“Homeless”** means:

- 1) An individual or Family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a) An individual or Family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - b) An individual or Family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - c) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- 2) An individual or Family who will imminently lose their primary nighttime residence, provided that:
  - a) The primary nighttime residence will be lost within 14 days of the date of application for Homeless assistance;
  - b) No subsequent residence has been identified; and
  - c) The individual or Family lacks the resources or support networks, e.g., Family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- 3) Any individual or Family who:
  - a) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a Family member, including a child, that has either taken place within the individual’s or Family’s primary nighttime residence or has made the individual or Family afraid to return to their primary nighttime residence;
  - b) Has no other residence; and
  - c) Lacks the resources or support networks, e.g., Family, friends, and faith-based or other social networks, to obtain other permanent housing.

**“Household”** means all the people who live or intend to live together as a unit. A Household can include related Family members and other unrelated people, if any, such as lodgers, foster children, wards, or employees who live together as a unit. A person who lives alone in a unit, or a group of unrelated people sharing a unit such as partners or roomers, are also counted as a Household.

**“Occasions”** (under chronically Homeless definition) are defined by a break of at least seven nights not residing in an emergency shelter, safe haven, or residing in a place meant for human habitation (e.g., with a friend or Family). Stays of fewer than seven nights residing in a place meant for human habitation, or not in an emergency shelter or safe haven do not constitute a break and count toward total time Homeless. Stays in institutions of fewer than 90 days where they were residing in a place not meant for human habitation, in an emergency shelter, or in a safe haven immediately prior to entering the institution, do not constitute as a break and the time in the institution counts towards the total time Homeless. Where a stay in an institution is 90 days or longer, the entire time is counted as a break and none of the time in the institution can count towards a person’s total time Homeless.

**“Operating Costs”** means non-personnel costs directly related to the operation and to the provision of contracted services.

**“Outreach”** means seeking and making direct contact with individuals in the community to provide information about services they may be eligible for, and either providing the service or making a referral to a service provider.

**“Participant”** means a person who receives Homeless services and is enrolled into the proposed Homeless program.

**“Permanent Housing”** means that there is no time limit on how long you can reside in the housing or receive the housing assistance. It is meant to be long-term. Permanent housing includes but is not limited to the following: rental or ownership of a home with or without ongoing housing subsidy or case management services, staying with family or friends on a permanent tenure, long-term nursing home or care facility, and permanent supportive housing projects for formerly homeless persons.

**“Personnel Costs”** means costs incurred for operations and social services personnel in the provision of contracted services and include salaries and wages, payroll taxes and fringe benefits.

**“Proposer” and “Applicant”** are used interchangeably and means an eligible non-profit organization, research, educational, or government institution submitting a proposal application to receive funds from this County Request for Proposals.

**“Roadmap”** is A Strategic Roadmap for Homelessness and Housing – County of Hawai’i, affixed to this Request for Proposals as Exhibit A.

**“Temporary Housing”** means that the housing situation is intended to be short term or temporary. Temporary housing includes but is not limited to emergency and transitional shelter, foster care home, temporary group home, hospital and other medical or psychiatric facility, hotel, motel, halfway house, living with family or friends temporarily, safe haven, and substance abuse treatment or detox center. Jails, prisons, juvenile detention facilities, and places not meant for human habitation are excluded.

**“Travel”** refers to all car rentals, airfare, and other forms of transportation expensed for staff, employees, or volunteers. All travel shall be directly related to the work proposed.

**“Vulnerability” and “Vulnerable”** are used interchangeably and mean that the person may be at higher risk due to age (60 or above), frequent use of emergency/hospital services, being a frequent victim of assault, significant health or behavioral health challenges, substance use disorders, or functional impairments which require a significant level of support to maintain permanent housing. Vulnerability can but does not necessarily include all of the factors listed.

## 1.2 Eligible Projects and Programs

Eligible proposals will include projects that align with one or multiple priorities and goals named in Table 1.2.1 below, extracted from the Strategic Roadmap. See Exhibit A for the full report.

Outlined below are the thirteen (13) total priorities and corresponding high-level goals for addressing Homelessness and Housing Instability, as determined by cross-functional community stakeholders that participated in the development of the Roadmap. All proposed programs are expected to achieve at least one or more of the intended goals below.

**Table 1.2.1**

Roadmap Priority and Goals
<p><b>Permanent Supportive Housing and Permanent Housing with Supports</b>            Increase housing options for people with complex and co-occurring needs, most of whom are experiencing chronic homelessness</p>
<p><b>Detoxification and Treatment Options for People Experiencing Homelessness</b>            Create a detoxification and treatment option for people experiencing homelessness living with a substance use disorder and seeking assistance for a reprieve or permanently cease using alcohol or other drugs</p>
<p><b>Housing, Supporting and Serving Families with Minor Children</b>            Reduce the intergenerational impacts of homelessness by decreasing homelessness amongst families with minor children.</p>

<p><b>Increasing Supply of Affordable Housing Generally</b>  Increase the number of housing units that are affordable to low-income people, including people with very low income such as people experiencing homelessness</p>
<p><b>One Stop Housing and Services Resource Center</b>  Improve service access and service options for people experiencing homelessness to get the help they need to exit homelessness by creating one stop housing and services resource center. Increase in people experiencing homelessness connected to the coordinated entry process for housing. Increase in service options for people currently experiencing homelessness.</p>
<p><b>Housing, Supporting and Serving Individuals and Couples Experiencing Chronic Homelessness</b>  Reduce chronic homelessness and reduce the impacts of chronic homelessness on the community by increasing the number of chronically homeless people accessing housing and supports.</p>
<p><b>Supporting the Homelessness and Housing Support Workforce in the Non-Profit Sector</b>  Build and sustain capacity in the non-profit sector for agencies that have direct contact and engagement with people experiencing homelessness. Increase staff retention in the sector and improve service outcomes through improved knowledge.</p>
<p><b>Supporting People with Special Needs</b>  Ensure various subpopulations are well served through the response to housing needs and homelessness.</p>
<p><b>Expanding Street Medicine</b>  Improve health outcomes and service connection for people experiencing homelessness that have one or more health concerns. Support diversion from hospital emergency room for people experiencing homelessness with health concerns for routine care.</p>
<p><b>Providing Storage Solutions to People Experiencing Homelessness</b>  Provide storage solutions to people experiencing homelessness to improve service and housing access.</p>
<p><b>Technical Assistance with Housing Development</b>  Expand expertise in housing development and increase diversity of organizations involved in housing development.</p>
<p><b>Improving Transportation Options for People Experiencing Homelessness</b>  Increase access to homelessness services and housing opportunities by expanding transportation options. Decrease in people remaining homeless because they could not get to services or housing appointments</p>
<p><b>Expanding Bridge and Interim Housing Options</b>  Increase temporary housing options for people on a pathway to housing. Decrease in pressure on shelter for people on the housing pathway but waiting for their permanent housing solution.</p>



1.3 Eligible Entities

To be eligible for an award through this RFP, the Proposer shall:

- Be a not-for-profit organization incorporated under the laws of the State of Hawai'i, or a non-profit organization exempt from the federal income tax by the internal Revenue Service. In the case of a non-profit organization, members of its governing board shall have served without compensation and have no material conflict of interest; and
- Be licensed and accredited, in accordance with the applicable statutes, codes, or ordinances of the federal, state, and county governments; and
- Have bylaws or policies that describe the manner in which business is conducted including management, fiscal policies and procedures, and policies on nepotism and the management of potential conflicts of interest; *or*
- Be a State, County, research or educational institution or agency; and
- Have at least one (1) year of experience with the project or in the program area being proposed. The Housing Administrator has sole discretion to grant an exception from this requirement the entity can show it has the equivalent level of expertise and experience, which may include proof of project management capabilities and understanding of the program area for which the entity is applying; and
- Have staff or authorized representatives adequately trained to administer and conduct the service described; and
- Not propose administrative costs in its proposed project budget exceeding 15% (fifteen percent) of the total amount requested in this proposal; and
- Meet all the requirements set forth in this RFP.

1.4 Ineligible Activities

- Program funds shall not be used for purposes and activities other than those stipulated in the Grant Agreement; and
- Program funds shall not be redistributed to other organizations; and
- **Funds may not be used for: purchase of alcohol;** business or organizational start-up plans; fundraising; commercial film production; costs associated with proposal production and submission; or travel not directly relating to the proposed activities.

1.5 Award Amount

Total funding available for the HHF grant award program through this Request for Proposals is not to exceed \$10,500,000.00. The County reserves the right not to award the total amount of funds available.



Upon contract commencement, at the Grantee's request, the County may provide a one-time advance payment to cover anticipated operational expenses for the program's initial 30 days, not to exceed 20% of the total grant funds awarded. To request this initial one-time advance

funding, the Grantee must submit a budget worksheet detailing the estimated expenses for the initial 30 days, along with written justification of the need for this advance payment. After the initial one-time payment has been fully exhausted, the County will then provide reimbursement-based funding thereafter on actual incurred program expenses. Grantees must provide a monthly expense report by the 15<sup>th</sup> of each month that details expenses incurred the previous month. This includes providing a documented summary of how the initial one-time payment was spent before the County will issue subsequent reimbursements. All funds not expended by the end of the Agreement period must be returned to the County within 20 working days, following the end of the Agreement period. Section 3.2 provides a full explanation of the funding structure. Section 2.5 outlines the full scope of fiscal monitoring.



Administrative costs of a proposed project budget must not exceed fifteen percent (15%) of the total amount requested through this RFP. Please refer to Section 1.1 for definitions on Administrative, Operational, and Personnel costs.

## 1.6 Timeline

The timetable set forth below represents the County’s best estimate of the schedule that will be followed in the RFP process. Proposers will be advised by addendum via the County’s website of any changes to the timetable. It is the responsibility of the proposer to monitor the County’s website: [www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund](http://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund).

**Table 1.6.1**

ACTIVITY	SCHEDULED DATE
RFP Issued	August 14, 2024
Informational session #1 (virtual)	August 21, 2024, at 10:00 a.m. HST
Informational session #2 (virtual)	August 26, 2024, at 1:00 p.m. HST
Closing date for submission of written questions	August 30, 2024
County’s response to Proposers’ questions	September 5, 2024
<b>Proposal due date*</b>	<b>By September 16, 2024, 4:00 p.m. HST</b>
Project Selection and Notification of Awards	On or Around October 22, 2024
In-person Meetings - Award Recipients & OHCD	October 24 - November 21, 2024
County Council resolution to adopt grant funding #1	November 19, 2024 (Kona)
County Council resolution to adopt grant funding #2	December 2, 2024 (Hilo)
Execution of Grant Agreements / Notice to Proceed	December 16, 2024
Target Contract Agreement Commencement	February 1, 2025

\*The County reserves the right to extend the proposal due date deadline if it is determined to be in the best interest of the County or that an insufficient pool of submissions is received.



*Virtual Informational Sessions – Click on Date Below to Register*

**Wednesday, August 21, 2024, 10:00am HST**

**Monday, August 26, 2024, 1:00pm HST**

**The same information will be covered in both sessions**

### 1.7 Duration of Agreement

Upon award, the duration of the Agreement will commence upon Contract execution and continue for twelve (12) months, from February 2025 through January 2026. All proposed projects should be executable within a 12-month timeframe. The duration of the Agreement may be extended, at the sole discretion of the Housing Administrator.

### 1.8 Contact for Information

If the Proposer requires additional information, requests can be made to:

**Office of Housing and Community Development**

**Community Engagement Division**

1990 Kino'ole Street, Suite 102

Hilo, Hawai'i, 96720-5293

Telephone: (808) 961-8379

[ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov)

Subject: HHF FY 24-25 RFP Question



### *Submissions of Written Questions/Comments Regarding RFP Interpretation*

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions herein, the Proposer shall submit an inquiry in writing to the County by email at [ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov) on or before August 30, 2024, in order to qualify for an official response from the County. Responses will be posted by September 5, 2024, under the same listing and become addenda to the RFP. The County will respond to questions through addenda only. All other means of communication, whether oral or written, shall not be considered official responses, and may not be relied upon.

Any questions regarding the interpretation of any provision after Proposals have been opened shall be subject to a ruling by the Housing Administrator, whose decisions shall be final.

In addition, the Housing Administrator shall have the sole power to decide and resolve matters which may arise in the future and/or which may not be covered in the proposal.

### 1.9 Amendment, Addenda, or Bulletins

Any Proposer who discovers any ambiguities, conflicts, discrepancies, omissions, or other errors in the RFP shall notify the County by email at [ohcdengagement@hawaiicounty.gov](mailto:ohcdengagement@hawaiicounty.gov) on or before August 30, 2024.

As warranted, modifications of the RFP shall be made by issuing an addendum, and a written notice of such changes shall be sent to all persons who have submitted written questions to the department as described above. If a Proposer fails to notify the County on or before August 30, 2024, of any errors in the RFP known to the Proposer, the Proposer shall submit a proposal at its own risk. If the County selects the Proposer, the Proposer shall not be entitled to additional compensation or time because of such errors or their later correction.

It is each Proposer's responsibility to monitor the County's website for any addendum necessitated by a modification of the RFP before the application deadline of September 16, 2024, 4pm HST. <https://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund>. The County may not contact individual Proposers to alert them of the posting of any addenda. Any addendum issued during the proposal submission period and forming a part of the documents shall be made a part of this Solicitation and shall become a part of the award Agreement.

### 1.10 Cancellation of RFP

This RFP may be cancelled, and any or all proposals rejected, in whole or in part, without liability to the County when it is determined to be in the best interest of the County.

## 2. REQUIREMENTS & EXPECTATIONS – DATA, REPORTING, AND OUTCOMES



Please read this section on Requirements and Expectations carefully and thoroughly. The Proposer must fully comply with data, reporting, and outcome requirements for the full duration of the Agreement.

- Utilization of the County selected, HIPAA compliant Client Data Management Software
- Monthly and final outcome reporting with supporting narrative
- Meet all success outcomes as outlined in Proposer’s proposal
- Make measured progress on HHF Roadmap Priorities and “Metrics that Matter”
- Fiscal monitoring and monthly expense reporting

### 2.1 Software Requirements




A County selected, HIPAA compliant Client Data Management Software will be the designated case management software that Grantees must adopt if providing direct services or outreach to individuals. Grantees will be required to accurately and thoroughly log all client records, Participant files, and case management information into the data management software in real-time throughout the Agreement period. The County will have access to said files. Refer to Resource 2.2.1 in the following section for the full list of data points that must be logged into the system for services provided to Participants.

Adherence to this mandate and consent to release identifiable information to the County are requirements of the Homelessness and Housing Fund Grant Program. Compliance is a condition for receiving and maintaining award funding. More information on consent to release information can be found in Section 2.3.

The County will provide software licenses and offer initial and ongoing training on the data management software. The initial training will be required for all individuals who are issued a software license and must be completed before given access to the system. Proposers should have a firm understanding of this requirement and initial plans in place to manage the transition from their current system to the County-mandated software.

Following award selections, the selected Grantee will be contacted by the County within five (5) working days from the date of award notification to schedule a meeting to review requirements, deadlines, and confirm outcomes to be achieved. The County will provide the Grantee with detailed information about the required Client Data Management Software and coordinate a training and transition timeline. This meeting will take place within twenty (20) working days from the date of award selection. Upon completion of this process and acknowledgement of requirements, the County will move forward with Contract execution.

## 2.2 Data Reporting Requirements

 Comprehensive data collection and reporting is crucial for evaluating the impact of homeless services, enhancing program effectiveness, and informing future resource allocation. Providing accurate, identifiable, and required data is a key priority of the Homelessness and Housing Fund Grant Program.

Grantees are expected to comply with all data reporting requirements. This includes submitting accurate monthly and final outcome reports, with supporting narratives. The monthly reports emailed to County OHCD are due by 12 pm (HST) on or before the 15<sup>th</sup> of the month and shall include both current month and cumulative information. The final report will be due within 20 working days following the end of the duration of the Agreement. The County will provide Grantees with data reporting templates by December 2024, following notice of award selection and before contract commencement.

The relevant data of this program is broken down into three (3) categories:

1. Standard Statistical and Demographical Data, as outlined in Resource 2.2.1 below
2. Grantee's own proposed outcomes outlined in their proposal submission, see PROJECT GOALS & OUTCOMES [Exhibit C]
3. HHF's Roadmap Priorities and "Metrics that Matter" defined on pg. 7 of this RFP

### **Data Category 1: Statistical and Demographical Data**

De-identified information will not be permissible. Grantees who provide support services or case management to individuals and families must collect, document, and report on the following Statistical and Demographical Data in Resource 2.2.1 below. This data will be logged into the County-selected Data Management Software. To do this, Grantees must solicit consent from all program Participants to release their information to the County, utilizing a County-provided consent form.

#### **Resource 2.2.1 Data Points**

- Date of encounter
- Agency Administering Services
- Type of Services Administered
- First and Last Name of all members of household \*De-identified info will not be permissible
- Birthdate
- Contact Information (address, email, phone number)
- Homelessness History
  - Is this your first time experiencing homelessness?
  - Have you experienced homelessness in the last 3 years?
- Zip code
- Description of Where the HOH Slept Last Night
- Housing Status at Program Entry/Exit/6-month Follow Up (Unsheltered, Sheltered, Imminent Risk, Unstably Housed, Stably Housed)

- Household Make-up
- Family Household Count
- Citizenship Status
- Gender
- Race and Ethnicity
- Primary Language
- Length of time lived in Hawai'i
- Risk Factors / Concerns
- Military Status
- Income/Employment
- Housed Date
- Program Entry / Exit Date
- Exit Destination
- 6-month follow up status / survey
- Signed consent form to release participant information to County

The Grantee shall be required to retain all records for at least six (6) years, except if any litigation, investigation, audit, or other action is underway for an additional one year after the completion of due process, litigation, investigation, audit, or other actions.

**Data Category 2: Grantee’s Own Proposed Outcomes Outlined in Proposal Submission – PROJECT GOALS & OUTCOMES [Exhibit C of this RFP]**

By the end of the Agreement period, the Grantee must meet the success outcomes they outlined in their proposal. These data points will be specific metrics unique to each organization’s project, goals, & proposed outcomes. Grantees must demonstrate their success in meeting these performance outcomes through their monthly and final data reports, utilizing County-provided reporting templates.

**Data Category 3 – HHF’s Roadmap Priorities and “Metrics that Matter” Outlined in Proposal Submission – PROJECT GOALS & OUTCOMES [Exhibit C of this RFP]**


Showing measured improvements on the HHF Roadmap Priorities and “Metrics that Matter” will also be included in the Grantee’s monthly and final data reports.

See **Table 1.2.1** of Section 1.2, which outlines the intended outcomes for each Roadmap Priority.

- All proposed programs are expected to produce at least one or more of these intended outcomes.
- Specific data metrics may be assigned to Grantees to report on in monthly and final data reports, based on the program’s Priority(s) of focus.

Additionally, the Grantee will need to show measured improvements on at least one of the following “Metrics that Matter”:

- Reduce the Number of Persons Experiencing Homelessness
- Reduce the Length of Time Persons Experience Homelessness
- Reduce Recidivism

 Failure to comply with data and reporting requirements or to adequately address monitoring findings may result in the suspension or cancellation of payments or the Agreement.


### 2.3 Participant Consent to Release Information to the County

Sharing de-identified Participant information with the County will not be permissible therefore program Participants must consent to have their information released to the County. Following award selections, the County will supply Grantees with a Consent to Release Information Form by December 2024. This form will be administered to and signed by the Proposer’s program Participants throughout the duration of the Agreement period, allowing the County access to confidential Client/Participation information. This applies to projects and Proposers that deliver direct services to Participants.

### 2.4 Final Reporting Requirements

If selected, the Grantee shall be required to provide critical reporting, including a final report of the funded project to the County. All project reports and results are considered public property and cannot be patented, copyrighted, or restricted unless specifically agreed to by both parties. The final report will be due within 20 working days following the end of the duration of the Agreement. All unspent funding received by the Grantee shall be returned to the County with the final report.

### 2.5 Fiscal Monitoring and Monthly Expense Reporting

 Grantees will be subject to fiscal monitoring and must provide periodic financial documentation, including accurate monthly expense reports that detail expenses incurred the previous month on HHF grant funding. The monthly expense reports emailed to County OHCD are due by 12 pm (HST) on or before the 15<sup>th</sup> of the month. More details on the funding structure and associated processes are found in Section 3.2.

Audits performed on the Grantee must show no duplication of economic benefits for services.

At the end of the Agreement period, all unspent funding received by the Grantee shall be returned to the County with the final report.



Below are the key fiscal documents and processes that the Grantee must provide, although the County may request additional information when clarity is required.

1. Documents required during the Agreement period:
  - a. Chart of accounts
  - b. General ledger detailing expenditures, income match
  - c. Cost allocation plan and methodology
  - d. Organizational Chart
  - e. Single audit (**applicable to Grantees with \$750,000 or more in Federal awards spending during the organization's fiscal year**)
  - f. Budget – budget vs actual expenditure report
  - g. Monthly profit and loss report
2. Policies and procedures required during Contract Agreement period:
  - a. Allowable cost
  - b. Cash management
  - c. Internal Controls (including approval process for payments and review of allocations to grant/Contract Agreement with County)
  - d. Procurement/purchasing policies
3. Disclosure of Grantee's other funding sources, to be submitted as part of proposal submission – PROPOSED PROJECT BUDGET [Exhibit E of this RFP].
4. Grantees must also provide a monthly expense report of all grant funds used by the 15<sup>th</sup> of each month that details expenses incurred the previous month.



### 3. REQUIREMENTS & EXPECTATIONS – ADMINISTRATIVE AND MANAGEMENT



Please read this section on Requirements and Expectations carefully and thoroughly. The Proposer must fully comply with program administration and management requirements for the full duration of the Agreement.

- The Proposer has documented experience in the relevant program area
- Agreeance to reimbursement funding structure, following initial payment
- Commitment and capability to coordinate services with other community agencies. This includes participation in the Engagement Hui and coordinated Pathway to Housing meetings, if doing outreach or direct engagement
- Active participation in Community of Practice and Pathways to Excellence workgroups
- Submission of all required tax, liability, and entity certification and documentation; Compliance with County, State, and Federal Laws, Rules, and Regulations
- Subject to ongoing quality assurance and evaluation through monthly reporting, file reviews, audits, site visits, quarterly check-ins, and other methods

#### 3.1 Experience

The Grantee shall:

1. Submit as PROJECT PROPOSAL NARRATIVE [Exhibit D of this RFP], a verifiable history of a minimum of one (1) year, within the most recent three (3) years, of experience in the program area for which the proposal is being made.
2. Have demonstrated and documented knowledge, skills, capacity, and competence to perform the required services.
3. Identify key personnel that will be responsible for ensuring Agreement compliance.

#### 3.2 Agreeance to Reimbursement Funding Structure

The County requires that Proposers can operate within a reimbursement-based funding structure utilizing other sources of funding or alternative means. As part of PROJECT PROPOSAL NARRATIVE [Exhibit D], Question D17, Proposers must demonstrate their capacity to manage a reimbursement-based funding structure to ensure continuous cash flow, uninterrupted coverage of project costs, and continuity of services provided.

1. Upon the Grantee's request, the County may provide a one-time advance payment to cover anticipated operational expenses for the program's initial 30 days, not to exceed 20% of the total grant funds awarded. To request this initial one-time advance funding, the Grantee must submit a budget worksheet detailing the estimated expenses for the initial 30 days, along with written justification of the need for this advance payment.

2. After the initial one-time payment has been fully exhausted, the County will then provide reimbursement-based funding thereafter on actual incurred program expenses. The Grantee is liable for incurring upfront costs before the County's reimbursements are issued. Before issuing said reimbursements, the County requires the Grantee to submit a documented summary detailing how the funds from the one-time advance payment for the initial 30 days of expenses were utilized.
3. The Grantee will determine reimbursement schedules. Reimbursement requests must be submitted on official company letterhead and include supporting documentation of spending. Grantees must include the following information on all reimbursement requests:
  - a. Organization
  - b. Program
  - c. Contact
  - d. Payment Address
  - e. Contract Number
  - f. Contract Amount
  - g. Request Amount
  - h. Invoice Number
  - i. Invoice Date
  - j. Month of Service
  - k. Signature (required)
  - l. Name and Title
  - m. Date
4. The Grantee must consider that it could take up to 10 business days upon receipt of all payment request documents for the review, approval, and issuance of reimbursement payment.
5. All funds not expended by the end of the Agreement must be returned to the County within 20 working days following the end of the Agreement Period.

### 3.3 Coordination of Services

The Grantee shall demonstrate the capability to coordinate services and resources with other agencies in the community. The Grantee shall also coordinate and integrate homeless programs with other mainstream health, social services, and employment programs for which homeless populations may be eligible, including, but not limited to Medicaid, State Children's Health Insurance Program, Temporary Assistance to Needy Families, Food Stamps, and services funded through the Mental Health and Substance Abuse Block Grant, Workforce Innovation and Opportunity Act, the Welfare-to-Work grant program, and US Department of Housing and Urban Development funded programs.

### 3.4 Participation in Community of Practice (CoP)

The Community of Practice (CoP) is a group of people coming together to fulfill individual and shared goals around their common interests. Beginning in May 2023, the Homelessness and Housing Grantees Community of Practice has proven to be an invaluable resource for homeless service providers and others, as it fosters knowledge-sharing, collaboration, and professional development, ultimately improving the quality of services provided to those experiencing homelessness. Grantees shall attend and actively participate in the quarterly County-facilitated Community of Practice convenings.

### 3.5 Participation in Homeless Engagement Hui

Grantees, if conducting direct outreach or engagement with individuals experiencing homelessness, must actively participate in the County's Homeless Engagement Hui, designed to provide frequent, consistent street engagement, outreach, and canvassing (<https://neighborhoodplaceofpuna.org/hche>). As part of the Hui, Grantees will commit to participating in the weekly Hui meetings and the Pathways to Housing meetings to ensure efficient connection to housing. Additionally, Hui participants must share their outreach/engagement schedule, which will be incorporated into a shared calendar. Outreach will be done utilizing the County-approved client intake forms for data collection and by inputting the data into the County-selected Client Data Management Software.

### 3.6 Participation in Pathways to Excellence

The Grantee shall attend and actively participate in at least four Pathways to Excellence meetings, facilitated by Neighborhood Place of Puna. These monthly held meetings and quarterly leadership trainings focus on training, enhancing supervision of service providers, ensuring accountability, setting clear service expectations, and delivering comprehensive data.

### 3.7 Participation in Community Alliance Partners (CAP)

The Grantee is highly encouraged to become a member of the Community Alliance Partners (CAP), a membership organization of supportive housing and service providers, government and business organizations, professionals, consumers and other community representatives located on Hawai'i Island. CAP advocates locally for affordable housing options and assists in implementing new or expanded service programs while preserving effective, existing housing programs.

### 3.8 Personnel

The Grantee shall:

1. Have staffing in place to meet proposed outcomes; and
2. Ensure that staff, volunteers, and contracted personnel meet the education, work experience, and training qualifications necessary to provide the contracted service activities. Examples of qualified positions include: case manager, housing locator, and employment specialist; and
3. Identify key personnel who will be responsible for:
  - a. Data reporting and compliance
  - b. Fiscal reporting and compliance
  - c. Implementing and managing the proposed program/services
  - d. Serving as the primary point of contact to the County; and
4. Have a system in place to ensure compliance with both affirmative action and equal opportunity employment standards.

### 3.9 Federal and State Tax Clearance

The Proposer shall provide with their proposal a Certificate of Vendor Compliance issued by Hawai'i Compliance Express (HCE). The status on the certificate must state "compliant". The HCE shall be dated no later than 30 days prior to the Proposer's proposal submission date. Said Certificate will be submitted as part of the proposal submission, see ORGANIZATION INFORMATION attached as Exhibit B.

### 3.10 Proof of Certification of Liability Insurance

The Proposer shall provide a Certificate of Liability Insurance (General Liability coverage of \$1 million and \$50,000 for each occurrence) to the County which expressly states that the County of Hawai'i is an additional insured prior to receiving payment(s). Said Certificate will be submitted following award notifications.

### 3.11 Confidentiality

The Proposer shall attach to the proposal its policies and procedures for protecting the confidentiality of Participant files and other confidential information. Said documentation shall be submitted as part of the proposal submission, see ORGANIZATION INFORMATION attached as Exhibit B.

### 3.12 Compliance with Laws and County Rules

The Grantee shall comply with all laws, ordinances, codes, rules, and regulations of the federal, State, and local governments that in any way affect its operations and adhere to instructions prescribed by the County for the effective administration of a program.

### 3.13 Americans with Disabilities Act

The Grantee shall comply with the American Disabilities Act (ADA) and ensure that persons with disabilities are provided with reasonable access to service. The Grantee shall make its written ADA policies and procedures available to the County upon request.

### 3.14 Nondiscrimination

The Grantee shall not discriminate against any Participant based on race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability or handicap, age, or marital/familial status with regard to public assistance. The Grantee shall take affirmative action to ensure that its program is free from such discrimination. The Grantee shall make known that the program assistance and services it provides are available on a nondiscriminatory basis, and will ensure that all citizens, including citizens with limited English proficiency, have equal access to information concerning the housing program. The Grantee shall make its written nondiscrimination policies and procedures available to the County upon request.

### 3.15 Fair Housing

Any housing (including emergency and transitional shelters, or Bridge Housing), or housing services offered by the Grantee shall be made available without discrimination based on race, color, national origin, age, sex, religion, familial status, or disability, or on any basis prohibited by State law, in accordance with State and federal Fair Housing laws. In providing support services and financial assistance for re-housing or homelessness prevention, the Grantee shall not discriminate against a rental applicant based on whether he or she receives a direct rental subsidy, such as Section 8 voucher or other tenant-based rental assistance. The Grantee shall make its written Fair Housing policies and procedures available to the County upon request.

### 3.16 Quality Assurance and Evaluation Specifications

The County will monitor the performance of all Grantees on an ongoing basis through file reviews, monthly reporting submissions by Grantees, site inspections, and other methods. During the agreement period, a quarterly in-person check-in/progress meeting will be required for general status updates.





## 4. PROPOSALS

Each submission to this RFP shall be for one project proposal. Organizations seeking to propose more than one project must use separate RFP submissions. Proposers with current HHF Agreements who wish to pursue another year of funding must submit a new application proposal with all required information and documentation included. For step-by-step instructions on proposal submissions, refer to the accompanying Proposal Guide on the HHF website.


Successful proposals will show a clear nexus between the proposed success outcomes and one or more Roadmap Priorities. Moreover, successful projects will result in measured reductions in the amount, duration, or recurrence of homelessness.

All proposals shall be subject to the provisions and stipulations of this Request for Proposals, including the following proposal specifications, the accompanying Proposal Guide, and the non-exclusive CONTRACT AGREEMENT PROVISIONS attached hereto as Exhibit H and made a part hereof.

### 4.1 Proposal Preparation

Proposals shall be prepared in accordance with the requirements of this RFP and accompanying Proposal Guide. Proposals shall be submitted electronically to the County via the Neighborly application portal, found on the County OHCD Homelessness and Housing Fund's website. Proposers shall submit all information specified and requested in this RFP, or through any follow-up communications with the County, to qualify its proposal for evaluation and consideration for award. Noncompliance may be deemed sufficient cause for disqualification of the proposal without further notice. The County will not pay any costs incurred by the Proposer from the preparation or submission of this proposal.

### 4.2 Proposal Specifications

 A complete proposal includes the following:

1. ORGANIZATION INFORMATION FORM, signed, with the following required documents attached [see Exhibit B of this RFP]
  - a. Certificate of Vendor Compliance (See Section 3.9), government entities excluded
  - b. Confidentiality, Data Security, and Privacy Policies & Procedures for protecting the confidentiality of Participant files and other confidential information (See Section 3.11)
  - c. For Non-Profit Organizations Only: Attach each of the five (5) organizational documents listed below
    - i. Current Charter or Articles of Incorporation
    - ii. Current By-Laws

- iii. Current Corporate Resolution, if required per by-laws
  - iv. A current Board of Directors list including names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors
  - v. Copy of IRS verification of tax-exempt status, if applicable
2. PROJECT GOALS & OUTCOMES [see Exhibit C of this RFP]
3. PROJECT PROPOSAL NARRATIVE, with the following two (2) required documents attached [see Exhibit D of this RFP]
  - a. Organizational Chart (See Section 2.5)
  - b. A Verifiable History of Experience of a minimum of one (1) year, within the most recent three (3) years, with the proposed program, as evidenced by similar past programs which serve the intended Participant group (See Section 3.1).
4. PROPOSED PROJECT BUDGET [see Exhibit E of this RFP]
5. PROPOSED PROJECT BUDGET – NARRATIVE, signed [see Exhibit F of this RFP]
6. CONFLICT DISCLOSURE FORM, signed [see Exhibit G of this RFP]

### 4.3 Proposed Budget Guidance

Project expense estimates entered on the PROPOSED PROJECT BUDGET [Exhibit E of this RFP] should be reasonable and directly related to the proposed project. While salary and wages are eligible uses of grant funds, personnel costs should not be the primary use of grant funds. To demonstrate financial sustainability potential, projects shall not rely on the County funds for critical ongoing operating expenses.



Administrative costs of a proposed project budget must not exceed fifteen percent (15%) of the total amount requested in this proposal. Refer to Section 1.1 for definitions of Administrative, Operational, and Personnel costs.

Travel costs shall be directly related to the work proposed.

For the PROPOSED PROJECT BUDGET - NARRATIVE [Exhibit F of this RFP], provide as much detail about each budget line item as possible. Totals should match the Proposed Project Budget form summary line items. If an expense category is zero, indicate “Not Applicable”.

Examples of details and information that should be provided for line-item categories are:

- “Salaries” – indicate annual salaries, percent of annual hours for project
- “Fringe Benefits” – indicate basis for fringe benefits calculation
- “Airfare, Inter-Island” or “Airfare, Out-of-State” – indicate basis for travel expense calculations and connection to work performed and outcomes proposed
- “Supplies” – describe supplies needed

#### 4.4 Proposal Submission Instructions



Applications are to be submitted online through the Neighborly application portal by 4:00pm HST on September 16, 2024. The application portal can be found through the HHF website here: <https://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund>

#### 4.5 Disqualification of Proposals

The County reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements outlined in this RFP and that demonstrate alignment with the Roadmap priorities, goals, and intended outcomes. The County reserves the right to ask for clarification at any time, of any item in the proposal. A Proposer may be disqualified, and the proposal automatically rejected for any of the following reasons:

- The Proposer's lack of responsibility or cooperation as shown by past work or services done for the County.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite, or ambiguous as to its meaning.
- The proposal includes any provisions that are contrary to those required in this RFP.
- The proposal shows any noncompliance with applicable law.
- The Proposer has not fulfilled grant requirements for prior or current contracts with the County.
- The Proposer is not in good standing on past or current contract compliance, timely submittal of reports and corrective action plans, program performance, or fiscal performance, including the ability of the Proposer to fully utilize funding in the allotted duration of the Agreement.

#### 4.6 Public Inspection

All proposal information, including pricing, shall be held in strict confidence, and shall not be revealed or discussed with competitors. Proposals submitted may be reviewed and evaluated by those officials who have a legitimate interest in the matter and by no others. All material submitted from all Proposers becomes the property of the County. If any material is returned, it will be at the option of the County.

At the conclusion of the process, which results in either an award of the Contract Agreement or the rejection of proposal, all materials shall become public information.



## 5. EVALUATION

The evaluation process is designed to assess the Proposer's qualifications and expertise to carry out the proposed project. Proposals are evaluated on their overall alignment with and ability to deliver on the overarching goals and priorities of the Homelessness and Housing Fund. To be awarded a grant, the Proposer must have the capacity to undertake, complete, and administer the project in a timely and efficient manner. The Proposer must also be able to fulfill all requirements as specified in this RFP.

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. A structural, quantitative scoring technique will be utilized to maximize the objectivity of the evaluation.

If numerous acceptable and potential acceptable offers have been submitted, the evaluation committee may rank the proposals and create a priority list of the highest-ranked proposals that substantially meet the RFP requirements.

The County reserves the right to evaluate proposals as submitted or request additional information, written clarifications, or revisions during the evaluation process. All requests for clarification will be submitted as "tasks" through the application portal, Neighborly. Proposers will receive an email notification when a "task" has been assigned to them. The "task" will include specific details on the nature of the request as well as the due date for the completion of the task. Upon assignment of a task, the Proposer will receive an email notification. More information on this process can be found in the accompanying Proposal Guide.

The County may conduct discussions with Proposers who meet the satisfactory score to facilitate arriving at an agreement that will provide the best value to the County, taking into consideration the evaluation factors set forth in this RFP.

### 5.1 Evaluation Screening

Initial screening will be conducted following the proposal deadline. The initial screening involves reviewing all submitted proposals to determine completeness and whether the proposed project meets eligibility. Proposals must be submitted by an eligible agency, as identified in Section 1.3, and contain eligible projects or activities appropriate for the population to be served, as described in Section 1.2.

## 5.2 Evaluation Committee

The Evaluation Committee will consist of five impartial, multi-departmental individuals who have knowledge of the subject areas, program objectives, and familiarity with the Roadmap, as well as with the relative government operations and systems. The Committee will evaluate proposals based on the point structure indicated in Sections 5.3.1 and 5.3.2.

## 5.3 Evaluation Criteria

### 5.3.1 Evaluation Categories and Corresponding Point Totals

<b><u>Evaluation Categories</u></b>	<b><u>Maximum Possible Points</u></b>
Proposal Completeness	Required
Service Delivery	15 Points
Alignment with HHF Program	35 Points
Staffing and Organizational Capacity	20 Points
Program Experience and Capability	20 Points
Financial	25 Points
Data and Outcomes	25 Points
<b>Total Possible Points</b>	<b>140 Points</b>

### 5.3.2 Evaluation Form and Scoring

The Committee will use the following points assessment system in performing its evaluation. A minimum threshold of 60%, or 84 out of 140 points, needs to be met for funding to be considered. A larger copy of this form can be found on the HHF website: [www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund](http://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund).

In the event that two or more proposals receive the same evaluation score, and funding would be exhausted before an award could be made to each applicant at the requested amount, the Evaluation Committee will break the tie by awarding the contract to the proposal with the highest score in Category 2: Alignment with HHF Program. If scores in that category are the same, the tie will be broken by the highest score listed in the order of priority below, until the tie is broken:

- Category 6: Data and Outcomes,
- Category 1: Service Delivery,
- Category 5: Financial,
- Category 4: Program Experience and Capability,
- Category 3: Staffing and Organizational Capacity

Proposals not selected for funding may request feedback and the reasons for the final decision. However, the decision of the Evaluation Committee is final and not subject to appeal.

#### 5.4 Rejection of Proposals

Failure to provide a complete application with all required items will result in disqualification of the proposal. Proposals must align closely with HHF's overarching goals and the intended use of funds. Proposals that do not match these goals will be rejected. To qualify for funding consideration, proposals must achieve a minimum score of 60%, or 84 out of 140 points, on the Evaluation form. The County reserves the right to accept or reject any or all proposals and to waive any defects in RFP if deemed to be in the best interest of the County.



# Homelessness & Housing Fund

## Year 3, 2024-2025

### Proposal Evaluation Form

\_\_\_\_\_  
Reviewer Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant and Project Name

\_\_\_\_\_  
Grant Amount Requested

Proposals must earn a grade of at least 60%, or 84 out of 140 points, to be considered for funding.

Scoring \_\_\_\_\_

Funding Denied  
0-83 pts

Considered for  
Full Funding  
84-140 pts

I. Service Delivery	Yes	Partial	No
D1. Does the Applicant outline a sound strategy for identifying & engaging individuals experiencing homelessness? And does it include a way to confirm their housing status at time of program entry?	5	3	0
D2. Does the proposed program demonstrate a reasonable way to prioritize program Applicants based on vulnerability and need?	5	3	0
D3. Do the services provided to Participants meet the long-term needs of these individuals?	5	3	0
<b>Total Score Service Delivery (Maximum 15)</b>	<input style="width: 100%; height: 20px;" type="text"/>		

II. Alignment with HHF Program	Yes	Partial	No
D4. Does this project offer a <u>direct</u> pathway to housing?	5	3	0
D5. Does the program have a system in place to connect or refer participants to housing services?	5	3	0
D6. Does the Applicant demonstrate a thorough understanding of community partnerships and/or linking Participants with community-based resources and services?	5	3	0
D7. Does program directly reduce the time from initial contact to housing placement AND does it have measures in place to track these reductions? Both need to be met for awarding points on this.	5	3	0
D8. Does the program have measures in place to ensure individuals remain in stable housing?	5	3	0
D9. Does the program offer follow-up and support services for individuals who have left their program?	5	3	0
<b>*In Exhibit C, Question C7 -Does the program clearly and directly address at least one of the Roadmap Priorities?</b>	5	3	0
<b>Total Score Alignment with HHF Program (Maximum 35)</b>	<input style="width: 100%; height: 20px;" type="text"/>		





III. Staffing and Organizational Capacity	Yes	Partial	No
D10. Has the Applicant identified qualified key personnel who will manage and implement the program?	5	3	0
D11. Has the Applicant demonstrated that services will be provided by individuals with training and/or expertise appropriate to the type of service offered, with ongoing oversight by a supervisor?	5	3	0
D12. Does Applicant confidently demonstrate that they have, or will have with HHF funding, the overall staffing and caseload capacity to effectively support this proposed project?	5	3	0
<b>*In Exhibit D, Org Chart Attachment</b> – Does the Applicant’s organizational chart identify staff positions and lines of responsibility/supervision?	5	3	0

**Total Score Staffing and Organizational Capacity (Maximum 20)**

IV. Program Experience and Capability	Yes	Partial	No
<b>*In Exhibit C, Question C4</b> – Has the Applicant described program guidelines for the proposed program that are clear, comprehensive, and specific?	5	3	0
D13. Are all resources necessary to implement the proposed program, including an operation site, supplies, and system infrastructure (if applicable), secured, or will be secured with the receipt of the requested funding?	5	3	0
D14. Does the proposal integrate innovative, creative, or novel approaches to addressing homelessness and housing challenges?	5	3	0
<b>*In Exhibit D, History of Experience Attachment</b> – Does the Applicant demonstrate at least one year of relevant history of experience required to implement the proposed program as evidenced by similar past programs which serve the intended Participant group?	5	3	0

**Total Score Program Experience and Capability (Maximum 20)**

V. Financial	Yes	Partial	No
D16. Does the Applicant outline an adequate accounting system and financial controls that includes a way to ensure all grant money is expended within the 12-month contract period?	5	3	0
D17. Does the Applicant have the capability and a sound plan to effectively manage reimbursement-based funding, ensuring that project expenses are covered without interruption and continuity of services provided?	5	3	0
D18. Do Admin costs represent <15% of the total grant amount requested?	5	3	0
<b>*Review Exhibits F</b> – Has Applicant provided sufficient detail regarding what the proposed Admin costs will encompass?	5	3	0
<b>*Review Exhibits E &amp; F</b> – To the best of your knowledge, does their budget appear complete, realistic, thorough, accurate and without significant red flags?	5	3	0

**Total Score Financial (Maximum 25)**



### VI. Data and Outcomes

	Yes	Partial	No
D20. Has the Applicant outlined reasonable preliminary plans for the transition of their client data management system to the County selected Client Data Management Software?	5	3	0
D21. Has the applicant identified key personnel who will be responsible for meeting the HHF data reporting requirements?	5	3	0
D22. Does the Applicant agree to comply with all expectations and requirements, including sharing identifiable Participant data and obtaining consent from all program Participants to release their info to the County (if applicable to their program)?	5	3	0
<b>*In Exhibit C, Question C8</b> - Does the Applicant provide at least five measurable proposed success outcomes, including specific quantitative measurements for each?	5	3	0
<b>*In Exhibit C, Question C8</b> - Do each of the proposed goals/success outcomes directly impact/improve/address one of the three "Metrics that Matter" (Rare, Brief, Non-recurring)?	5	3	0
<b>Total Score Data and Outcomes (Maximum 25)</b>	<input type="text"/>		

**Final Cumulative Score (Maximum 140)**



**Homelessness & Housing Fund  
Year 3, 2024-2025  
Proposal Evaluation Form**

Evaluator's Comments/Notes

Evaluator's Questions

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date



## 6. AWARD OF CONTRACT AGREEMENT

### 6.1 Award Notification

The Proposer, if and upon being selected for grant funding, will be notified by Letter of Selection for Award from the County on or around October 22, 2024, for an Agreement period beginning February 2025. Said notice shall not be construed to be authorization to proceed with the performance of any program. Any services performed by the Proposer prior to execution of the grant Agreement shall be at the Proposer's own risk.

County Council Review Process Pursuant to Chapter 2, Article 25, Section 2-139(a)(3)(A) of the Hawai'i County Code (2016 Edition as amended), grant awards in excess of \$25,000 (twenty-five thousand dollars) to nonprofit organizations shall specifically identify the organization receiving grant funds and the purpose for which the grant funds shall be used in an ordinance or resolution.

To comply with this Code Section where applicable, following the notification of Selection for Award, the County will initiate the legislative process to place a resolution on a Council Committee and Council agenda. Continuation of the Award of Contract Agreement process will be contingent upon a favorable adoption of the County resolution.

### 6.2 Execution of Contract Agreement

A Contract Agreement document shall be executed by the County and the selected Grantee. This document will serve as the official and legal contractual instrument between both parties. This document ("Agreement") may incorporate (by attachments or reference) the terms of this RFP, with any and all addendums, and the Proposer's Best and Final Offer or proposal, all of which becomes part of the Agreement. Upon receipt of the Agreement documents, the Proposer shall have ten (10) business days to execute and return the Agreement documents to the County. The award of Agreement may be withdrawn by the County if any successful Proposer is unable to meet Agreement execution requirements. This Agreement shall not be binding or of any force until said Agreement has been fully and properly signed by all of the parties thereto. Routing the Contract Agreement within the County may take up to six weeks. A complete set of the fully executed Agreement will be sent to the Grantee. A copy of standard CONTRACT AGREEMENT PROVISIONS is attached hereto for reference as Exhibit H.

### 6.3 Indemnification

If selected, the Grantee shall perform the Agreement as an independent Contractor and shall indemnify, defend, and save the County and its officers and employees harmless from any and all deaths, injuries, losses and damages to persons or property, and any and all claims, demands, suits, action, and liability therefore, caused by error, omissions or negligence in the performance

of the Agreement by the Grantee or the Grantee's subcontractors, agents and/or employees, as action against the Grantee for death, injuries, losses and damages is barred by the provisions of Chapter 657, HRS, as amended, relating to limitations of action. It is strictly understood that the County shall in no way be held liable for any claims, damages, causes of actions or suits resulting from any acts or activities or omissions of the Grantee.

#### 6.4 Unallowable Expenditures

If a reported expenditure(s) is subsequently determined by the County to be inappropriate, unallowable, or not made in accordance with the approved budget, federal, state and county regulations, the County may choose not to reimburse the expenditure and require the Grantee to resubmit another invoice accounting for only the expenditures allowed. If the Grantee has already been paid, the County may require that an equivalent amount be credited back to the invoice submitted or refunded by the Grantee to the County for the specified amount. If after payment of the last installment, investigation and examination reveal additional expenditures that the County determines to be inappropriate and unallowable, the County may require that an equivalent amount be refunded to the County, notwithstanding the County's preliminary determination of appropriateness and allowability.

#### 6.5 Termination of Contract Agreement

Upon the termination date of the Agreement for whatever reason, any and all unexpended funds advanced by the County shall be remitted to the County within forty-five (45) days. Funds shall be considered expended if the Grantee has written verification that an expense was accrued during the time of performance, and if the expense was made in accordance with the approved budget.

#### 6.6 Code of Ethics

The provisions of Hawai'i County Code Chapter 2, Article 15 ("Code of Ethics") must be complied with before an award may be made. Requisite disclosures shall be made to the County, if relevant. The execution of the Agreement assumes that the awarded Proposer has made any requisite disclosures to the County and will abide by all provisions of the Hawai'i County Code of Ethics.

## 6.7 Disclosure Required



Each Proposer shall submit a signed CONFLICT DISCLOSURE FORM [Exhibit G of this RFP] as part of their proposal submission, that lists any board member, member, officer, director, or administrator that may have a conflict of interest or potential conflict of interest with the County of Hawai'i, including any familial relationship with any of the following.

- A. Member or members of the Council;
- B. Staff appointed by a member of the Council;
- C. The Mayor;
- D. The Managing Director;
- E. The Director or Deputy Director of Finance; or
- F. The Administrator or any staff of Office of Housing & Community Development;
- G. The Corporation Counsel, the Asst. Corp. Counsel, or any Deputy Corporation Counsel.

The CONFLICT DISCLOSURE FORM [Exhibit G of this RFP] is required for all proposals, even if there is no conflict of interest to report.