



City Council Memorandum

City of Arts & Innovation

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 17, 2017

FROM: COMMUNITY & ECONOMIC DEVELOPMENT WARDS: ALL
DEPARTMENT

SUBJECT: HOMELESS SERVICES – REQUEST FOR PROPOSAL FOR A DAY DROP-IN SERVICE CENTER, A LEASE FOR A FOOD PANTRY, APPLY FOR GRANT FUNDING FOR THE HOUSING FIRST MODEL AND DEVELOPMENT OF THE COMMUNITY RESPONSE TEAM, PARTNERSHIP AGREEMENTS WITH LOCAL SERVICES PROVIDERS AND WITH RIVERSIDE WORKS – SUPPLEMENTAL APPROPRIATION

ISSUES:

Provide core homeless services that include the release of a Request for Proposal for a Day Drop-In Service Center, a lease for a food pantry, apply for grant funding for the housing first model and to develop the Community Response Team, and partnership agreements with local service providers, including Riverside Works.

RECOMMENDATIONS:

That the City Council:

1. Authorize staff to release a Request for Proposals to secure an organization to fund and carry out the rehabilitation of City owned property located at 2801 Hulen Place to implement a Day Drop-In Service Center and operate a shower and laundry program, community meals program, and life skills;
2. Authorize staff to negotiate a lease with Arlington Temporary Assistance to occupy and operate a food pantry and homeless services at City owned property located at 2881 Hulen Place and return to City Council with a Lease Agreement for approval;
3. Authorize staff to prepare and submit an application for grant funding from the Community Based Transitional Housing Program from the California Department of Finance seeking funds to develop the housing first model home and incorporate the proposed Community Response Team;
 - a. Adopt a resolution (Attachment 3) authorizing the submittal of a Community-Based Transitional Housing Program grant application to the California Department of Finance for \$2 million to develop the proposed Homecoming development project and operate the Community Response Team;
 - b. Authorize the City Manager, or designee, to sign the Community-Based Transitional

Housing Program grant application and execute any agreements or other documents necessary to administer the program;

- c. Upon award of grant funds, authorize the receipt and appropriation of any awarded funds and authorize the Finance Department to set up any necessary accounts for the operation of the Community-Based Transitional Housing Program and Community Response Team;
4. Authorize staff to negotiate partnership agreement with local services providers including Loma Linda University, Health to Hope and Addiction Counseling & Treatment Services and other non-profit organizations to collaborate in the formation of the Community Response Team and return to City Council for approval of said partnership agreements;
5. Authorize staff to seek and identify viable sites for the development or implementation of the proposed housing first model;
6. Authorize staff to negotiate an agreement with Riverside Works, a Riverside County Workforce Development nonprofit, to implement the Riverside at Work Program, in the amount of \$35,000;
 - a. Accept \$25,000 from the Altura Credit Union sponsorship grant;
 - b. Authorize the Finance Department to increase the estimated revenues and appropriate expenditures in the same amount to a project account to be established by the Finance Department; and
 - c. Authorize \$10,000 from the Community Development Block Grant funds for this agreement.

BACKGROUND:

On October 11, 2016, City Council held a workshop to discuss the current conditions contributing to homelessness, the programs and services available, and present new options for policies and programs. The goal of the discussion is to improve the quality of life for all residents and businesses.

During the workshop, there were speakers from the community, city staff, non-profit service providers, County of Riverside staff, and regional experts on addressing homelessness. The topics discussed during the workshop included:

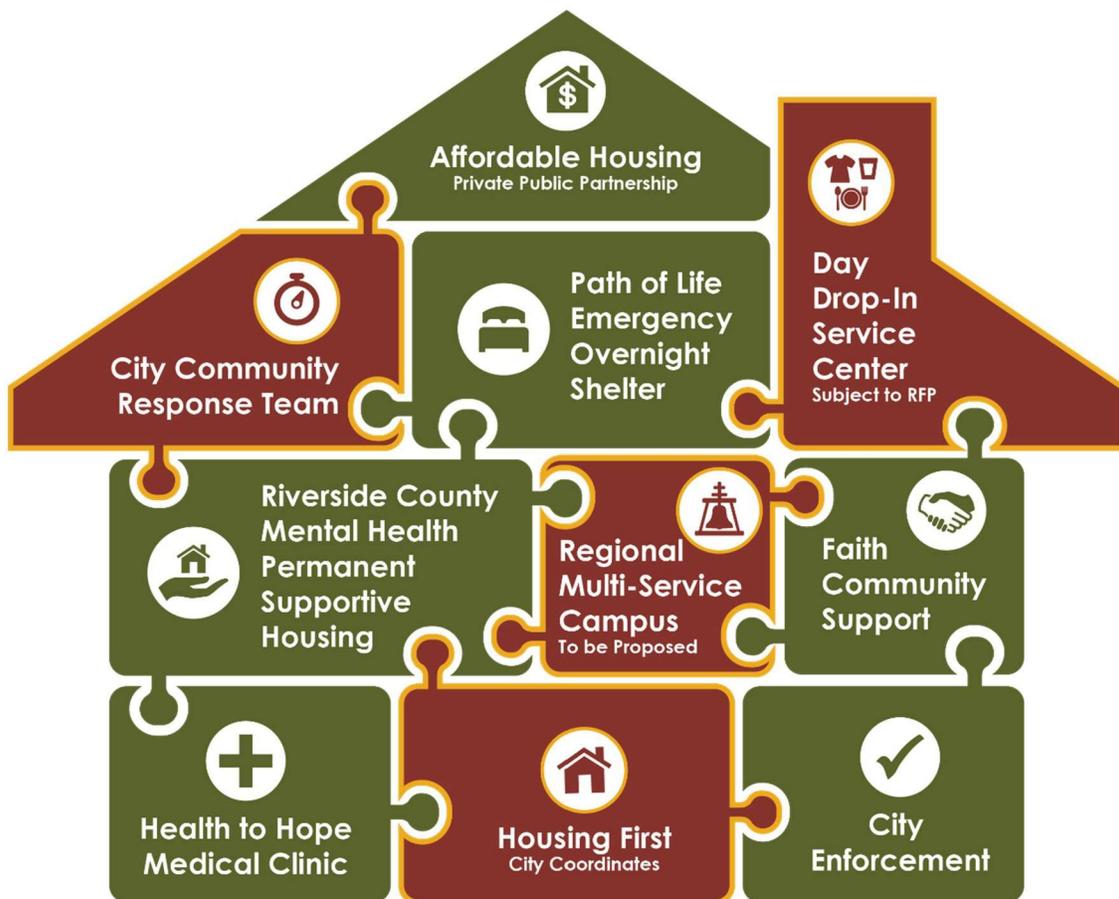
1. Continuing Efforts to establish a full service campus (addressed in this report)
2. The Housing First Model of Service Delivery (addressed in this report)
3. A Community Response Team (addressed in this report)
4. Enforcement Models (to be addressed in a future update)
5. Riverside at Work Program (addressed in this report)
6. Affordable Housing (to be addressed in a future update)
7. Homeless Court Program (to be addressed in a future update)

- 8. Overnight Shelters (addressed in this report)
- 9. Community Education for responsible, effective assistance (to be addressed in a future update)
- 10. Park Programs (to be addressed in a future update)

At the end of the workshop, City Council directed staff to explore the options and return at a later date with a full analysis and recommendation.

DISCUSSION:

An efficient homeless services program needs collaborative partnerships among service providers that can offer a menu of core services to a diverse population in need. The community has identified several gaps in service delivery that must be filled in a partnered way that allows each partner to focus on their core talent while working collaboratively. Over the course of the next five years, staff proposes to complete that core service delivery menu. The image below seeks to identify existing resources plus value added partnership that we seek to fully implement over the next five years.



This report proposes to maintain and strengthen relationships with valued partners like Code Enforcement and the Riverside Police Department, Path of Life Ministries providing emergency shelter, the County of Riverside Mental Health, Health to Hope and pursue provision of services that do not already exist in Riverside, including a Day Drop-In Service Center, a Housing First Model development project and a Community Response Team in partnership with various local

nonprofits and private development partners.

A strong collaboration with the faith based community is critical. Mayor Bailey is leading a successful effort to conceive a valued relationship as described below in this report.

Staff continue to work closely with the broader region, including the County of Riverside and local neighboring cities as well as regional service providers, to seek development of a full homeless services campus somewhere in the County.

Several day drop-in centers, homeless outreach programs, and employment programs have been explored to determine which programs will best stabilize people through shelters and transitional housing, move them into permanent housing, and implement assistance programs to keep them in housing. The following proposals are a result of staff research on service solution needs for the City of Riverside's homeless population.

CONTINUING EFFORTS TO SERVE BASIC NEEDS

Riverside Homeless Services on Hulen Place is the primary location where homeless residents and those at-risk of becoming homeless in Riverside are able to access a range of services and housing opportunities.

Request for Proposal for the Day Drop-In Service Center

Additional services that are needed at Hulen Place include a shower and laundry program, a community meal program and training rooms. It is proposed to locate all these resources into a Day Drop-In Service Center at 2801 Hulen Place. A Request for Proposals (Attachment 2) has been drafted to solicit responses from organizations to fund and carry out the rehabilitation of the location to serve as a Day Drop-In Service Center that includes these programs and services for our homeless population that include shower and laundry, shared meals, and life skills. The Day Drop-in Service Center will provide:

1. A safe place where those experiencing homelessness or at-risk of homelessness can be off the street;
2. A gathering place to provide assistance to those in need; and
3. A place where a phone, hygiene facilities, food and information is available.

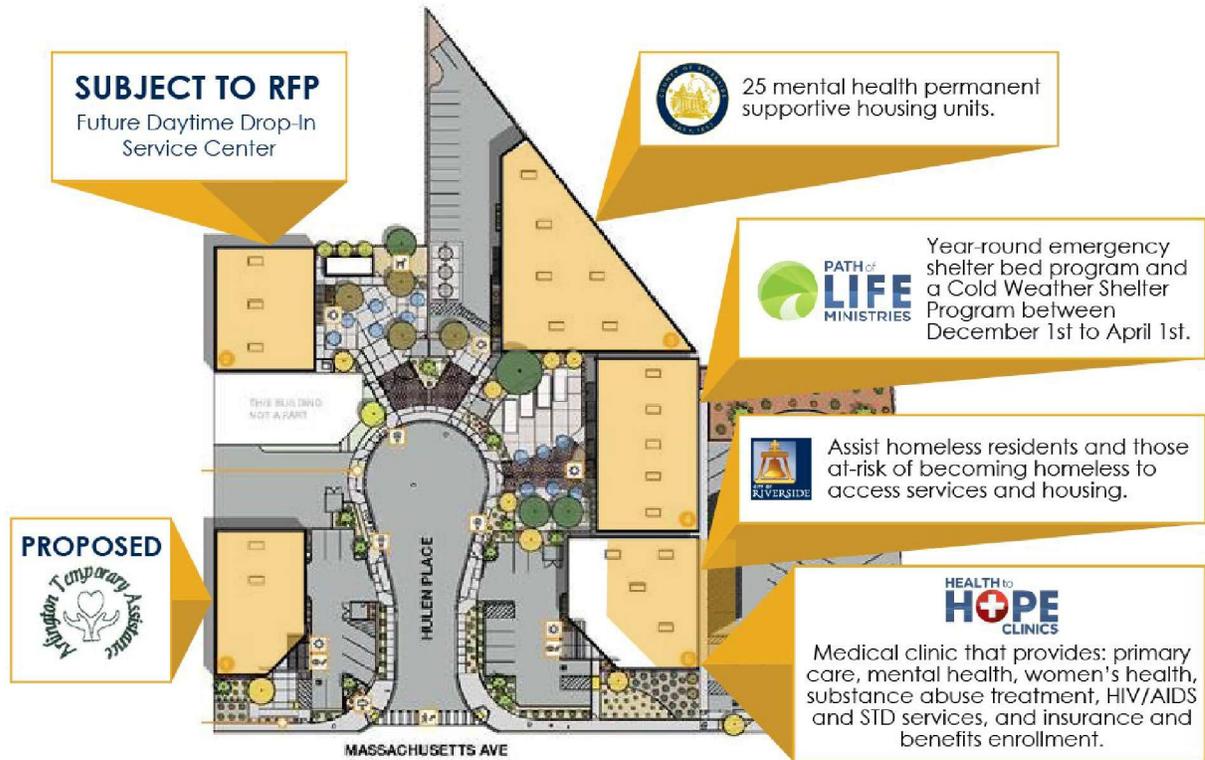
Health to Hope Expansion

Staff is also proposing to temporarily relocate Homeless Services from 2880 Hulen Place to 2881 Hulen Place to allow Health to Hope to occupy the whole building located at 2880 Hulen Place and expand their medical services.

Arlington Temporary Assistance

Arlington Temporary Assistance (ATA) has expressed interest in occupying the vacant offices and warehouse at 2881 Hulen Place. ATA provides emergency assistance to individuals, families and homeless. Assistance includes food (limited to 6 times a year), clothing and referrals to appropriate social service agencies. Bus tickets are provided for medical appointments and emergencies. ATA's mission is to help individuals and families achieve self-sufficiency. ATA has limited space where they are currently located. This location would provide them with the opportunity to grow. Staff is seeking approval to

negotiate a Lease Agreement with ATA once Health to Hope vacates 2881 Hulen Place.



SUBMIT FOR GRANT FUNDING FOR THE HOUSING FIRST MODEL OF SERVICE DELIVERY AND COMPLETION OF THE COMMUNITY RESPONSE TEAM

Homecoming

To effectively implement the Housing First Model of Service Delivery in the City of Riverside, staff is proposing to facilitate private development to include a mixed-use building that includes a Housing First apartment community, with clean, comfortable permanent accommodations and headquarters for the City's Homeless Services and the proposed Community Response Team (CRT). Staff will work to identify viable locations to pursue a partnership with a private developer and operator to build and implement the proposed Homecoming Housing First Model.

The development will combine decent, safe, and affordable housing with supportive services designed to help individuals stay housed and live a more productive life under a single roof and will be completed in a private public partnership. The proposed project will have a common living room and kitchen, laundry facilities, and an exterior common patio space.

The funding solutions include mission based restricted funds that require provision of affordable housing, such as the proposed Community Transition Housing Program offered by the State of California as well as HOME grant funding that the City receives annually from the United States Department of Housing and Urban Development, which HUD restricts and must offer development of affordable housing.

Staff proposes to procure a private development partner for the buildout of the Homecoming project as well as a private operator for the same Homecoming project, which will incorporate the CRT program.

A property manager will reside on the property. Supportive services will be offered to maximize housing stability and prevent a return to homelessness.

Staff will also apply for No Place Like Home funding from State bond proceeds that can be used to acquire, design, construct, rehabilitate, or preserve permanent supportive housing for persons who are experiencing homelessness, chronic homelessness or are at-risk of chronic homelessness, and who are in need of mental health services.

In addition to the funding opportunities described above, an experienced development team will be able to identify additional funding sources that would be appropriate for this development. A Request for Proposals will be issued to identify development teams interested in designing, building, and operating the Homecoming development and utilizing the Housing First Model of Service Delivery after development sites have been identified.

Community Response Team

On October 11, 2016, City Council approved the exploration of a Community Response Team (CRT), which would include a Homeless Outreach Specialist, Police Officer, certified substance abuse counselor, licensed mental health clinician, psychiatrist, and registered nurse. This team would be located at the proposed Homecoming development project to provide housing and supportive services to homeless individuals and families. They would continue partnerships with the City's Code Enforcement and Public Works Departments to address trash, debris, and encampments. The CRT will also coordinate with the Riverside Police Department to address criminal activity.

On October 11, 2016 staff identified the first year start-up costs to be \$986,284, with an annual operating cost of \$890,284 per-year thereafter.

Since October, staff has further refined the operating budget and identified partners interested in providing services, thereby reducing the overall operating costs of the CRT. Following is a table demonstrating the substantial cost savings made possible through partnerships with existing service providers within our community:

Quantity	Staff	Oct. Cost Estimate	Cost Savings	Jan. Cost Estimate	Source
2	Homeless Outreach Worker	\$120,000	(\$60,000)	\$60,000	Reduced to one (1)
2	Police Officer	\$348,000	(\$174,000)	\$174,000	Reduced to one (1)
1	Registered Nurse	\$0	\$0	\$0	Health to Hope Clinic
1	Licensed Clinical Therapist	\$150,000	\$0	\$150,000	
1	Licensed Substance Abuse Counselor	\$60,000	(\$60,000)	\$0	Addiction Counseling Treatment Services
0.5	Psychiatrist	\$208,000	(\$104,000)	\$104,000	Health to Hope Clinic
3-staff	Equipment	\$4,284* *7 staff	(\$2,448)* *4 staff	\$1,836 3 staff	
3	Vehicles	\$96,000	(\$46,000) cars	\$50,000 one van	
Total:		\$986,284	(\$446,448)	\$539,836	

Partnership Agreements

The following service providers have expressed interest in partnering with the City of Riverside to provide services as part of the CRT with headquarters at Homecoming:

- 1) Loma Linda University has expressed an interest in partnering to provide up to five interns from their Masters of Social Work program. Candidates are required to complete 160 hours of practicum each quarter. Interns would:
 - a) accompany Homeless Outreach staff in making initial and sustaining contact with potential clients;
 - b) assist established clients with enrollment of mainstream benefits, housing navigation services; and
 - c) assist the clinician with case management; coordinate referrals to appropriate behavior health services.

This partnership and provision of interns allows existing Homeless Outreach staff to better leverage their time and resources, and result in a budget savings of one proposed homeless outreach staff position, \$60,000 per year.

- 2) Health to Hope Medical Clinic has expressed plans to expand their current physical space at 2880 Hulen Place, as well as the services they provide including the hiring of a licensed psychiatrist and registered nurse. Longer term plans include an expansion of their substance abuse counselling services.

As Health to Hope refines their expansion plans, the potential exists to share the cost of a licensed psychiatrist and registered nurse, resulting in a budget savings of \$104,000 for the CRT budget per year.

- 3) Addiction Counseling & Treatment Services, located in Riverside, offers both in-patient and out-patient alcohol and drug treatment including individual, group and family therapy programs and activities. Addiction Counseling & Treatment Services has indicated an interest in providing a full-time substance abuse counselor to the CRT, resulting in a budget savings of \$60,000 per year.
- 4) Stairways to Success, a life-skills training provider, has offered a donation of in-kind services, the provision of life-skills training opportunities to future residents of the Homecoming Development, an anticipated savings of approximately \$600 per training course.

Staff has refined the program, embarked on cost-saving partnerships and has identified the first year annual budget for the CRT is \$539,836, a cost savings of \$446,448. The CRT annual budget beginning in year two is \$489,836, a cost savings of \$400,448. If the City is awarded the Community-Based Transitional Housing Program grant, \$1.2 million will be available to cover CRT program related costs for a two year period. If City Council approves proceeding with the Community-Based Transitional Housing Program grant and the CRT, staff will obtain final commitments from the aforementioned agencies and return to City Council with partnership agreements for review and approval. As each CRT is created, the Homeless Outreach Service budget will be reduced by \$60,000 on a per Outreach Worker basis, which will continue to be eligible to for Community-Based Transitional Housing Program grant funds.

RIVERSIDE AT WORK PROGRAM

The Riverside at Work (RAW) Program is designed to address housing first, then remedial training, and ultimately a paid training opportunity with a willing employer. It is proposed to collaborate with Riverside County Workforce Development who can assist CRT clients with assessing a client's education and work skill level to assist with resume building and interview skills. Workforce Development would connect willing and able workers based on their education and skill level with employers.

The proposed agreement to negotiate with RAW is to start the program with five CRT clients. Project funding has been identified as a \$25,000 Altura Credit Union sponsorship grant that the City received and a \$10,000 Community Development Block Grant. Staff is requesting authorization to enter into a grant agreement with Riverside Works, a Riverside County Workforce Development nonprofit, to assist clients through pre-employment workshops, conduct workforce assessments, and connect clients with participating employers.

INFORMATIONAL UPDATES

OVERNIGHT SHELTERS

Collaboration with Faith-Based Organizations

At the October 11, 2016 workshop, Mayor Bailey shared work being done by the Office of the Mayor to engage churches and faith-based organizations to more effectively serve the homeless. Representatives from several of Riverside's churches were in attendance and verbally committed to continue to work with the City and Path of Life to find constructive solutions. Several members of the Council expressed support for these efforts. Since the workshop, the Mayor has continued to dialogue with Path of Life, church representatives and faculty members from La Sierra University, California Baptist University and Loma Linda University to further refine the goals of this initiative as follows:

1. Educate the churches and their members about the City's efforts to end homelessness;
2. Equip the churches to serve our homeless neighbors using a "responsible compassion" approach;
3. Increase the support available to our homeless neighbors; and
4. Explore the possibility of using church property to provide temporary housing for our neighbors without homes.

County of Riverside Homeless Plan

The County of Riverside Executive Office created the Executive Oversight Committee on Homelessness created a Homeless Response Work Group to develop interventions that are successful and sustainable in addressing the "visible, service resistant, homeless" population. The City of Riverside is an active participant in this Work Group.

The Work Group is in the process of creating an ending homeless plan that will be presented to the Executive Oversight Committee on Homelessness, the Riverside County Continuum of Care Board of Governance and to the County Board of Supervisors.

Asset Forfeiture Special Funds Grant

Staff has submitted a County of Riverside District Attorney's Asset Forfeiture Special Funds grant application in the amount of \$75,000 for intervention and prevention projects for the homeless youth. Forty-five thousand dollars (\$45,000) was requested to provide substance abuse rehabilitation and counseling services for six youth to be placed at a local service provider. An additional \$30,000 to fund a prevention program that will allow 30 at-risk youth to participate in a three-day educational retreat at the University of California-Riverside. Staff is waiting for a response from the District Attorney's Office on whether the City was awarded these funds.

Mayor's Challenge to Ending Veteran Homelessness

The Mayors Challenge to End Veteran Homelessness, issued by first lady Michelle Obama in June 2014, is an interagency initiative that calls on cities, counties and states to commit to ending and preventing homelessness among Veterans in their communities. On June 10, 2014, Mayor Bailey and City Council accepted the challenge to end veteran homelessness in the City of Riverside. Through the City's collaboration with the VA Loma Linda, Housing Authority County of Riverside, Riverside County Riverside Unified Health System - Behavioral Health, Riverside County Department of Public Social Services, Path of Life, and Lighthouse Social Service Centers, the City was able to end veteran homelessness on December 31, 2015. In January 25, 2016, the County of Riverside had 100 unsheltered veterans. Through the partnership with the aforementioned agencies, the County of Riverside was able to end veteran homelessness in December 2016. The County of Riverside submitted the necessary documents and data required to the Federal Interagency Review Team to confirm that the City of Riverside and County of Riverside have reached functioning zero and have resources in place to assist any veteran that becomes homeless or is at-risk of becoming homelessness.

On December 21, 2016, Mayor Bailey received a formal letter from the United States Interagency Council on Homelessness (USICH) thanking the City and County for their leadership and commitment to ending veteran homelessness. USICH also looks forward to continuing our collaboration as we work to end homelessness for all Americans. The City is now working with its partners on the Zero: 2016 initiative to end chronic homelessness by 2017.

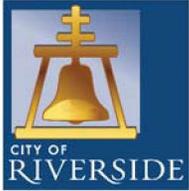
FISCAL IMPACT:

Funding requests identified in this report are for the Riverside at Work program to use \$10,000 in Community Development Block Grant funds and \$25,000 from the Altura Credit Union Grant. Upon receipt of the grant funds an increase in the estimated revenues and appropriate expenditures in the same amount will be made to a project account established by the Finance Department.

Prepared by:	Rafael Guzman, Community & Economic Development Director
Certified as to availability of funds:	Scott G. Miller, PhD, Chief Financial Officer/Treasurer
Approved by:	Alexander T. Nguyen, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachments:

1. Hulen Place Site Map
2. Day Drop-In Center Request for Proposals
3. Community-Based Transitional Housing Program Grant Resolution
4. Presentation



Riverside Homeless Service Campus Site Map



Building C – 2800 Hulen Place
 City Owned
 Existing Tenant: Riverside County
 Existing Use: "The Place"
 - Hour Safe Haven Supportive Housing Service Center for homeless mentally ill
 - 25 Permanent Supportive Housing Beds for Chronically Homeless/Mentally Ill
 - Drop-In Center with Supportive Services (Mental illness)
 - Additional space available for service development
 Building: 8,760 Sq. Ft.

Building B – 2840 Hulen Place
 Current Owner: Path of Life Ministries/
 City of Riverside
 Existing Use: Riverside Emergency Shelter
 - Year-Round Emergency Shelter, 64 beds (up to 30 days)
 - Cold Weather Shelter, additional 72 beds (night-by-night basis)
 Building: 6,661 Sq. Ft.

Building A – 2880 Hulen Place
 City Owned
 Planned Use: Multi-Service Access Center
 - Will provide a variety of social services, including housing placement, employment development, benefits assistance, health care services, substance abuse recovery, veterans' services, financial services, basic needs assistance, and other services
 Building: 6,184 Sq. Ft.

Area G Parking Lot – 1901/1919 Massachusetts
 City Owned
 Approximately 60 parking spaces

Building D – 2801 Hulen Place
 City Owned
 Proposed Tenant: TBD
 Proposed Use: Day Drop-In Center
 Building: 5,000 Sq. Ft.

Building E – 2841 Hulen Place
 Privately Owned
 Building: 4,750 Sq. Ft.

Building F – 2881 Hulen Place
 City Owned
 Tenant: Health to Hope Administration

Legend

- City Owned Building
- Public/Private Partnership
- Privately Owned Building
- Parcel Boundary

DATE: November 2009



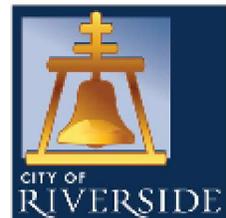
Day Drop-In & Hygiene Center

2801 Hulen Place, Riverside, CA 92507

Assessor's Parcel Number: 210-130-024

Issued by: City of Riverside

Issue Date: January 20, 2017
Proposal Due Date: May 1, 2017



RiversideCA.gov

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Exhibit A:
Homeless Reduction & Prevention 5-Year Plan

EXHIBIT B:
**Sample Drop-In Center Operation &
Property Lease Agreement**

EXHIBIT C:
**SAMPLE—Evaluator’s Conflict of Interest and
Confidentiality of Information Statement**



CITY OF RIVERSIDE

The City of Riverside, has operated a program of homeless prevention and reduction based in “Housing First” and “Evidence Based Case Management” principals since 2003. In 2005, the City took a more comprehensive approach to address homelessness , opening the Riverside Homeless Services Campus, (a centralized environment where homeless individuals and families can first obtain emergency shelter then be connected to case management, mainstream services and appropriate housing interventions through the City’s multi-service Access Center. The Campus also includes “The Place” Safe Haven Supportive Housing and Drop-in Center, and a Pet Kennel for Campus guests. These resources are available to help an individual to their highest level of self-sufficiency and are provided by a wide-range of non-profit organizations, social service agencies and faith-based institutions.

The City of Riverside operates a Homeless Street Outreach Team, made up of four professional service providers who conduct daily mobile outreach and client engagement services to homeless individuals and families. The City’s Outreach Team responds to issues and concerns of people in need of assistance as well as local residents, businesses and others relative to homelessness within the City of Riverside. The City’s Outreach Team partners with other City staff, local service providers, health professionals, law enforcement and the community at-large to help people exit the streets and facilitate connection to services.

On September 18, 2012 City Council approved the City of Riverside 5-Year Homeless Reduction and Prevention Plan. The Plan identified three priorities to achieve these goals: Priority 1 – Basic Needs & Services and Community Education; Priority 2 – Preventative Services and Outreach; Priority 3 – Employment Services and Permanent Housing. This Plan, continued the “Housing First” and “Evidence Based Supportive Service” models.



City of Riverside Homeless Services

Since 2003 the City of Riverside has taken a broad-based approach to reducing homelessness within the City of Riverside by providing the services necessary for individuals to progress from homelessness to their highest possible level of self-sufficiency.

In 2005 the City opened the Riverside Homeless Services Campus, on Hulen Place, a centralized location to provide short-term emergency shelter coupled with complementary facilities and access to service providers to assist homeless individuals and families in achieving their highest possible level of self-sufficiency. Four of the six buildings located on the cul-de-sac are owned by the City of Riverside. The one building is owned by Path of Life Ministries and is operating as the Community Shelter. A second building, is privately owned and operating as a business. Each of the service providers currently located on the campus operate under a Lease and Operating Agreement for their respective locations. Additional information regarding the services provided can be found on the following page.

In 2009, the City of Riverside formed a community-based, donor advised fund, to support the City's homeless strategy, the Riverside Ending Homelessness Fund. The Fund obtained non-profit status in 2014. Since the fund's inception, it has spearheaded fundraising campaigns and pursued private foundation grants to fund improvements to the Campus, and meet the needs of individuals and families unable to be met through federal and state resources. To date, the Fund has raised \$26,544 towards the construction of a shower and laundry facility at the Hulen Place Campus.

In 2012 the City adopted a Five Year Strategic Plan to Reduce and Prevent Homelessness, included is the expansion of the existing Campus: expansion of the existing medical clinic services, addition of a hygiene center (laundry & shower) and day drop-in center, relocation of the existing Riverside Access Center and area improvements.

Riverside Homeless Services Campus



Day Drop-In & Hygiene Center (subject of this RFP)

The Place—Permanent Supportive Housing

Emergency & Cold Weather Shelter

Health to Hope Medical Clinic & Riverside Access Center

Health to Hope—Administration Office

Privately Owned/Not a Part

Riverside Homeless Services Campus

Riverside Homeless Services Campus includes...



2801 Hulen Place (5,000 sq.ft.): Owned by the City of Riverside. Future location of the Day Drop-In and Hygiene Center.

Only the design, build, and operation of a Day Drop-In & Hygiene Center are the subject of this Request for Proposals.

Other Homeless Services Housed at the Homeless Services Campus are



The Place—Jefferson Wellness (8,760 sq.ft.): This building is owned by the City of Riverside, leased to and funded by the County of Riverside Department of Mental Health and operated by Recovery Innovations of California, Inc.

Recovery Innovations of California, Inc. provides outreach and engagement of chronically homeless adults who, due to a serious mental health disorder, have rejected housing and are resistant to support. This program provides a drop-in center that operates every day from 7AM to 7PM and 25 permanent supportive housing beds for chronically homeless individuals with severe mental disorders. The drop-in center uses peer-to-peer outreach and engagement to encourage guests to participate in housing, meals, showers, laundry and linkage to additional mainstream resources.

Riverside Homeless Services Campus—cont'd



The Emergency Shelter & Cold Weather Shelter (6,661 sq.ft.)—Owned and operated by Path of Life Ministries.

Emergency Shelter Program: Provides 65 beds connected to one-on-one case management, provided by the current shelter provider, for homeless men and women for up to 30-days. This services provided on a year round basis. Currently, 10 of the 65 beds are available on an as-needed basis, for placement and case management by the City's Homeless Outreach Team. The Emergency Shelter currently serves over 300 unduplicated individuals each program year.

Cold Weather Shelter Program: From December 1st through April 15th, the cold weather shelter program provides an additional 65 beds for individuals in need of emergency overnight accommodations during the cold weather period and is the only cold weather shelter program operating within Riverside County. The Cold Weather Shelter Program currently serves over 500 unduplicated individuals each program year.

The shelter provides two meals (breakfast and dinner) per day to each shelter guest.



Riverside Access Center (6,184 sq.ft.)—owned and operated by the City of Riverside. The Access Center serves as the entry point and service hub of the City's Campus. Six (6) passionate, full-time, City staff charged with conducting street outreach, forming relationships with clients that lead to making connections to family-members, main-stream services, one-on-one case management, and employment assistance and development. The Access Center also operates a pet kennel where homeless clients can keep their best-friend(s) and provides temporary storage of personal property while obtaining these services, or while staying as a guest at the adjacent Emergency or Cold Weather Shelter. Upon expansion of the Campus, this building will house expanded an expanded medical clinic.



2881 Hulen Place (4,568 sq.ft.): This building is owned by the City of Riverside and serves as the administration offices for Health to Hope Medical Clinic.



2841 Hulen Place - Privately-owned building and business: Getty Design, LLC. Getty Design provides carbon fiber, composite and fiberglass coachwork for road and racing.

The Opportunity

The goal of this RFP is to select a developer and operator for a Drop-In Day & Hygiene Center that encourages a model of service delivery utilizing evidence and best practices, as well as recovery principles of hope, personal choice, and empowerment while fostering an environment of wellness and independence.

The City is seeking to procure a qualified developer and operator for a Day Drop-In & Hygiene Center for individuals experiencing homelessness, to be located at 2801 Hulen Place, on the Riverside Homeless Services Campus.

When completed, the Day Drop-In and Hygiene Center will provide a safe place:

- where those economically disadvantaged can be off the street.
- people with common experiences can talk freely and be understood.
- Where grassroots efforts can occur, in conjunction with more comprehensive wrap-around services.
- Provide a place where a phone, bathroom, shower and laundry facilities and sometimes, food is available.

The selected provider will sign an Operating and Property Lease Agreement similar to the sample provide in Exhibit B. The provider selected in this process will be awarded the site control, operating contract, and use of the construction documents prepared by the City, if desired.

The Opportunity—Continued

The Day Drop-In & Hygiene center should provide programming and opportunities that give clients opportunities to practice appropriate social interaction and engage in meaningful leisure activities, for example:

- Staffed laundry facility with large capacity commercial grade washer(s) and dryer(s) and a set laundry schedule
- Staffed hygiene center (shower and toilet facilities)
- Equipped grooming station(s)
- Healthy living classes for chronic disease self-management
- Exercise/fitness classes
- Substance Abuse Support Groups, lead by a certified substance abuse counselor
- Budgeting and Financial Literacy Classes
- Wellness recovery and action planning activities
- Art therapy—group and individual
- Pre-vocational and other vocational supports through the participation of food preparation for daily lunches
- Individual client services, including case support, supportive counseling, job development and coaching, crisis intervention

Additional supports that may be provided by the program include:

- Lunch and/or dinner provided to members daily, for those who have participated in at least one group or activity.
- Computer lab with internet access
- Recreational equipment
- Commercial kitchen, where community groups interested in providing meals to clients may do so.
- Reading, music, television

The Drop-In Center is anticipated to serve 48 consumers on a daily basis, a recommended staff to client ratio of 1:8. Hours of operation should be 8AM to 5PM, or coordinated with the Community Shelter hours of operation, Monday through Sunday.

The Opportunity—Continued

Record Keeping:

- Personal information/intake must be required of use the services provided at the Day Drop-In & Hygiene Center

Attendees:

- Clients that are currently involved in the system of care
- Friends and or significant others of the system of clients
- Adults who are trying to access the mental health services in this county
- Adults who have a diagnosed psychiatric disability, have private insurance and/or pay for their own care
- Dual-diagnosis clients (mental illness and an addiction disorder)
 - Participants must be sober while at the drop-in center
- People who do not want mental health services, but whom the community agrees has emotional problems that prevent them from keeping appointments, having clothes, food or friends.
- College students and community members who want to spend some time with patients of the mental health systems
- Parents or family members of homeless; who want to volunteer

The Opportunity—Continued

Physical Space—2801 Hulen Place:

Tours of this building will be offered on January 27, 2017. **Registration for the facility tour is required.** By 3:00 pm on January 26, 2017, all potential respondents must submit an e-mail to Sherold@riversideca.gov confirming interest in attending a tour of the building. The meeting point is the gate at 2801 Hulen Place.

Attendance and participation in the building tour is not mandatory, nor is it a prerequisite for submitting a proposal.

Information Technology:

Should the selected respondent opt to provide information technology services within 2801 Hulen Place, the selected respondent is expected to establish its own information technology infrastructure, including equipment, hardware, software and wireless services for their operations.

Facility Management, Safety and Security:

The selected respondent will manage the facility and safety and security services including:

- Housing keeping including janitorial, window washing and pest control services
- Facility maintenance, including all life safety, mechanical, electrical, piping and plumbing systems and general maintenance, and preventative and corrective repairs.
- Corporate and regulatory signage
- Exterior maintenance including landscape and hard surfaces, irrigation and horticulture services
- Utility services including payments or contracting of electric, natural gas, water/waste water/storm water; solid waste, bio-waste and recycling services

The Opportunity—Continued

Facility Management, Safety and Security—continued:

The selected respondent will be responsible for the following safety and security measures, at a minimum:

- Safety plans and customer interface, fire evacuation plans and drills
- Electronic security services, consisting of centrally monitored access control with integrated digital video, and voice; video delivered locally to security and nurses station where applicable
- Security officers and Contract Law Enforcement Officer as currently available in each location.

Scope of Work:

Services offered should be tailored toward the experiences of adult individuals experiencing homelessness. The model used should embrace and welcome all individuals as well as their family members and supporters, including their treatment providers/supports. Services offered should be recovery based learning, wellness, and community activities. The Day Drop-In Center is not a “clinical” service and is not reflected in an existing service definition.

Staff facilitating Wellness Recovery Action Planning classes shall be trained by a recognized trainer prior to facilitating classes. All Peer Support staff members are encouraged to obtain their NC Peer Support Certification. Staff shall play an active role in Crisis Intervention Training (CIT) and other local and regional efforts to educate first responders, citizens, and stakeholders on behavior health issues and resources. Provider shall work collaboratively with citizens’ treatment providers when and where appropriate. Provider shall assist members in developing/refining their crisis and safety plans and will engage members that have a noticeable drop in attendance.

The Opportunity—Continued

Scope of Work—continued:

Quality Improvement:

Quality Improvement policies and procedures must be demonstrated. Submittal of an annual Quality Improvement Plan that addresses the next fiscal year is required by June 30th. A Quality Improvement Annual Plan should include both Quality Assurance and Quality Improvement initiatives and performance measures.

The provider must be prepared to provide additional data, reports and data analysis upon request. For this reason, the following additional data must be collected:

- Consumer demographics
- Target population
- Diagnosis/diagnosis, if known
- Primary Substance used, if known
- Referral Source
- Coordination efforts with outpatient providers
- Housing and employment status
- Face-to-face contacts
- Engagement of family and natural supports
- Crisis planning/education/consultation efforts
- Utilization/capacity
- Services/Interventions received
- Data analysis reports, including trends

Selection Process

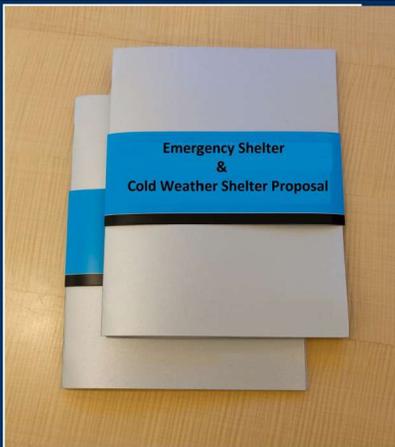


The Selection Committee will consist of at least three members and will include representatives of: the City of Riverside Community & Economic Development Department, Housing & Homeless Services Division, Riverside County Department of Public Social Services (DPSS) and at least one member of the community. The community member(s) may be associated with the Riverside Ending Homelessness Fund Advisory Committee; faith based entities; local business community; formerly homeless individual(s); or other individuals engaged in or with knowledge of the provision of services to homeless individuals. Community members wishing to be on the selection committee will be asked to complete an Evaluator's Conflict of Interest and Confidentiality of Information Statement prior to participating in the selection process. A copy of the Evaluator's Conflict of Interest and Confidentiality of Information Statement is provided for your information, as Attachment D.

All proposals shall be reviewed to verify that the Respondent has met the minimum requirements as stated in this RFP. Not more than two of the highest scoring proposals may be asked to interview with the scoring committee.

The scoring committee, after interviewing the highest scoring respondents, will make a recommendation for selection to the City of Riverside Development Committee. The Development Committee will evaluate the recommended respondent and refer a final action to the City Council for consideration. The contract will be awarded to the Respondent who submitted the Proposal most responsive and advantageous to the City.

The City intends to engage the most qualified Agency available for this assignment. It is imperative that the Agency's proposal fully address all aspects of this RFP. It must clearly express the Agency's understanding of the City's specific requirements and indicate the consultant's qualifications to conduct the requested services in a thorough and efficient manner.



Proposal Contents

Proposals must address the following elements and incorporate aspects of the scope of work in the narrative response to be deemed compliant with RFP requirements.

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The Agency's proposal should emphasize a clear understanding of the services requested and demonstrate the necessary resources to perform the intended services. Responsiveness to the RFP will be the principal basis for evaluation.

Relevant Experience & Performance:

Please provide no more than 20-pages to address the points and questions listed below.

A full description of the proposal including how it responds to the particular needs of the City of Riverside and our homeless population, how the community would be engaged, and how the project would be managed (including security, hours of operation, and daytime activities for participants). Additionally, respondents should provide a description of the strategy to gain community and business support for the proposed use.

1. Applicant Organization (or Team) Qualifications

- a. Briefly describe your mission and experience serving people experiencing homelessness
- b. Please explain your experience in providing drop-in day and hygiene center(s) and other for homeless people. How many homeless individuals are you currently serving and in what setting (shelter, drop-in, permanent supportive housing, etc.)

Proposal Contents-continued

1. Applicant Organization (or Team) Qualifications—continued

- c. Please describe any formal collaborations that will be critical to the drop-in and hygiene center's success and describe each organization's specific role and responsibility in delivering service under this RFP. *For each collaborator please also attach a copy of the letter of commitment between your organization and collaborator.*

2. Approach/Day & Hygiene Center Operations:

- a. Please describe your proposed day center & hygiene center intake process(es). How will you welcome clients to the center and collect information necessary for HMIS and Homelink (the County of Riverside Coordinated Entry System).
- b. How do you propose collecting information about exit destination, reason for exiting and other necessary data elements?
- c. Please describe your experience coordinating services with a multi-disciplinary team of service providers.
- d. Please describe your ability to assist clients in maintaining a connection to services during a personal crisis or conflict with other clients or staff members.
- e. Please describe your experience providing meals to large numbers of people in compliance with public health standards.
- f. Please describe your experience in working with neighbors in the community when providing services to homeless individuals.
- g. If your organization currently provides services, please provide a copy of your operational plan as an attachment to the proposal. If selected to advance through the selection process, the Agency will be required to submit their operational plan to the City of Riverside Housing & Homeless Services Division & City Planning Department for review and consideration.

Proposal Contents-continued

3. Services/Referrals/Programming:

- a. Describe your experience with assisting clients to engage in needed physical health care.
- b. Describe your experience with assisting clients to engage in needed behavioral health care (mental health, substance abuse treatment, etc)
- c. Please describe how you will assist shelter guest to access public benefits for which they are eligible.
- d. Please describe your experience administering the VI-SPDAT and assisting clients to collect documents necessary to access housing through Homelink or other coordinated entry systems.
- f. Please describe your organization's experience in working with clients who are on parole or probation (eg. AB-109, AB-117)? If this population is not currently being served by your organization, describe you propose to serve this population.

4. Cultural Competence

- a. Please describe your current experience in providing culturally competent services in existing programs and if, or how, that would change to serve a homeless population.

5. Community Engagement

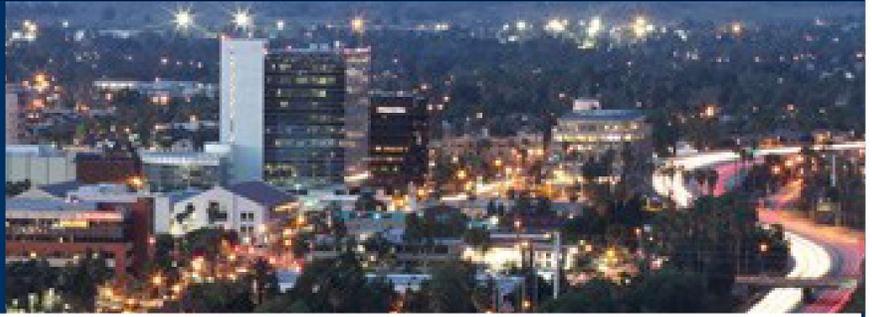
- a. How does your organization support The City of Riverside 5-Year Homeless Reduction and Prevention Plan? If you are involved in another community's plan to end homelessness please describe your role in that effort.

Proposal Contents-continued

6. Financials:

- a. Please describe the amount and source of financial and other resources that your team will leverage in providing services at the Day & Hygiene Center. Assume that current public funding is unavailable to achieve the level of robust services needed by this population.
- b. Please provide a clear basis for how costs were developed or determined.
- c. Provide an estimated annual operating budget for the proposed scope of services and identify sources of funding/expected City of Riverside contribution.
- d. Attach a copy of the last two audits with management letters, and any formal program or financial evaluations completed by a public funder.

Evaluation Criteria



The following criteria shall be used in evaluation of the Agency's offer of services:

A. Agency Qualifications & Experience (30%)

1. Previous Programmatic Experience

- Respondent should demonstrate knowledge of the populations to be served and the way in which these populations should be served as evidenced by previous or current operation of a successful program serving this population or of a similar nature.
- As the program will be providing a direct benefit, providing services to individuals, the individuals serviced must meet low/moderate income criteria. Delegate agencies must be willing to maintain records regarding income eligibility for **each client served**.
- Provide evidence of financial, physical and human resources leveraging in the community. Also provide any collaborations or partnership with other public and private agencies related to your program design and objectives (Example: referral system, linkage agreements, neighborhood coalitions or partnership with Riverside public schools)
- Homeless Management Information Systems (HMIS) and Homelink, the Riverside County Coordinated Entry System. The Agency selected under this RFP will be required to participate in and submit reports as required via the HMIS and Homelink systems. Participation in HMIS and Homelink will be evaluated based on the Agency's entry and exit of clients, and entry of universal data elements into the HMIS & Homelink systems. City staff will produce and consider reports indicating the Agency's HMIS and Homelink performance, as well as the service utilization rate.
- Prior experience serving homeless persons, including services and programs offered to help clients gain the highest level of self-sufficiency and permanent housing.

Evaluation Criteria—Continued

2. Administrative, Fiscal Capacity and Experience

- Respondent will demonstrate the resources and expertise to assume and meet all administrative and fiscal requirements. This includes the Respondent's fiscal (including financial management systems), technological, management, administrative and staff capabilities.
- Overall fiscal soundness, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the most recent program year. All applicants must be current on all prior financial or contractual obligations with the City. All applicants must be able to prove that there are no outstanding liens of taxes owed to the City, State or IRS.
- Evidence of other (non-City) financial support and/or fundraising accomplishments of the organization, specifically those that will support the Day Drop-In Day and Hygiene Center.
- Applicants must adhere to the City's auditing requirements for Federal Expenditures. Federal Expenditures are expenditures from all Federal funding sources received directly or indirectly (pass through) from the City, State, or Federal government.

For current City providers: the City will consider all City program and fiscal monitoring reports, as well as expenditures.

B. Proposal Content (40%)

1. Approach—Program Design and Administration

- Respondent will demonstrate program and administrative design specifically tailored to the goals of the program
- System level considerations (such as geographic location, need to serve target underserved populations, etc.) may be taken into account in final ratings and funding decisions. The selection process will also consider how all programs fit together to achieve a comprehensive, citywide system of care that supports the City's Homeless Prevention and Reduction Plan.

Evaluation Criteria—Continued

1. Approach—Program Design and Administration

- Service coordination and integration. Respondents must demonstrate their capacity to locate and leverage new partners (e.g. local business, non-profit and social service agencies) on an on-going basis. Proposals will be evaluated on the extent to which the Respondent has linkage agreements, or letters of intent to enter into linkage agreements and partnerships with providers of the following services:
 - Case Management
 - Employment Training, Placement and Retention
 - Health Care
 - Housing Placement
 - Substance Use and Recovery Treatment
 - Mental Health Assessment and Treatment for adults
 - Legal Assistance
 - Credit Counseling
 - Life Skills Training

Proposals will be evaluated on the extent to which clients will have the ability to access these services either on-site or at a nearby location and **provided in addition to** those services currently provided by the City of Riverside Access Center.

- Agency's program implementation, scope and outcomes. The Respondent's program design must be consistent with the model described in "the Opportunity" section of this RFP. Proposals will be evaluated on the expertise and ability of the agency to address the required key elements of the proposed model and fulfill the required program outcomes. The Agency must demonstrate an evaluation strategy that is feasible and can reasonably measure program impact. Proposals will be evaluated based on the Respondent's prior performance for the program being implemented. Prior performance will be evaluated on: the Respondent's narrative response to this RFP, reference checks, site visits to other locations where the existing programming is in operation and County of Riverside and/or HUD quarterly reports.
- Quality of Proposal - Proposal concepts submitted should be clearly defined. The proposal should also demonstrate the Agency's ability to fulfill the scope of work defined in the previous section of this RFP.

Evaluation Criteria—Continued

C. Cost (30%)

- Agency's cost per client served. Proposals will be evaluated based on proposed budget request and the number of clients who are successfully referred or receive services resulting in an increased level of self-sufficiency or program participation.
- Diversity and sources of funding

Priority may be given to programs that:

- Align with the goals of the City of Riverside's Homeless Reduction and Prevention Plan
- Target underserved populations and exhibit flexible admissions criteria, to assure that there are sufficient programs available to respond to system needs.
- Best represent outcome-based programming. This is programming that can be measured by meaningful outcomes, rather than solely by the reporting of activities.
- Consider prior performance, as indicated in quarterly reports submitted to the County of Riverside and/or HUD as appropriate.
 - Consider complaints and unresolved complains pertaining to the service provider.

General Terms & Conditions

The successful Agency selected will sign a Professional Consultant Services Agreement and Lease Agreement ("Agreements"). **No modifications to these agreements are permitted.** The Agency must meet all insurance requirements in the sample agreements (Attachment B). **All terms and conditions of this Agreement are non-negotiable.** Any modification to the Agreements by the Agency shall result in the proposal being rejected.

Failure to execute the Agreements and furnish the required insurance within 30-days of the Award letter date shall be just cause for the recession of the award. If the successful Agency refuses, or fails to execute the Agreements, the City may award the Agreements to another qualified Consultant.

The successful Agency will also be required to obtain and pay for all licenses necessitated by the Respondent's operations. Prior to performing any services, Agency and its subcontractors shall be required to have a City of Riverside Business Tax Registration valid for the life of the Agreements; and provide evidence of appropriate license.

Payment

The City of Riverside will release a separate Notice of Funding Availability (NOFA) for Fiscal Year 2017/2018 Federal Grant Funds, the first anticipated year that the selected agency would begin service.

If the selected Agency is awarded Federal Grant funds in relation to the requested services all expenses are paid on a reimbursement basis. The City will not be responsible for costs incurred prior to the award date of grants.

The City of Riverside is not responsible for late payments resulting from invoices that are submitted late or that are incomplete.

General Terms & Conditions—continued

Payment—Continued

Agency shall submit invoices to:

Housing Authority of the City of Riverside
Housing & Homeless Services Division
3900 Main Street, 3rd Floor
Riverside, CA 92522
Attn: Housing Project Manager

The City of Riverside payment process is through an electronic transfer process. The selected Agency shall be required to submit a “New Vendor” form, in order to be compensated for services via electronic payment.

e-Payables—The City of Riverside has partnered with Bank of America to offer a card payment program, called e-Payables, to the City’s consultants. This is the City’s preferred method of payment and is part of a city-wide effort to reduce paper waste and decrease the amount of time to pay our consultants.

With e-Payables, the City will continue our current payment terms and conditions. However, once an invoice is approved for payment, an electronic remittance receipt will be sent to the consultant by e-mail instead of a check. The remittance receipt will include statement-type information such as invoice numbers, dates, and amounts for invoices. Payments can be retrieved with the City of Riverside’s designated account number that will be assigned to the consultant.

Public Records

All Proposals submitted in response to this Request for Proposals become the property of the City of Riverside and under the Public Records Act (Government Code 6250 et. seq.) are public records, and as such may be subject to public review. However, proposals shall not be disclosed until negotiations are complete and a recommendation for selection and award is made. Once the award is made, the Proposals will be subject to review.

If a consultant claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal. Note that under California law, price proposal to a public agency is not a trade secret.

General Terms & Conditions—continued

C. Agreement Obligations

By entering into an agreement with the City, the Agency is obliged to accept and implement any recommended technical assistance. The agreement will describe the payment methodology. Payment will be conditioned on the Respondent's performance in accordance with the term of its agreement.

D. Funding Authority

Homeless Services are administered by the City of Riverside with funding provided by the City of Riverside (City) and the U.S. Department of Housing and Urban Development (HUD). Consequently, all guidelines and requirements of HUD and the City must be met. Additionally all successful Respondents must comply with the Single Audit Act, as applicable.

E. Insurance Requirements

The selected Agency will provide and maintain, at their own expense, the insurance coverage and requirements specified by the City of Riverside in the attached sample agreements. The Insurance Certificate of Coverage is only required for the Agency selected for agreement award at which time the information must be provided. The City of Riverside cannot enter into contracts with an Agency without the insurance.

Selected Agency must provide and maintain at the Agency's own expense or cause to be provided during the term of the Agreement, the insurance coverage and requirements specified below, insuring all operations in the related agreements.

1. Insurance to be Provided

a. Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$1,000,000 per each accident, illness or disease (occurrence) and not less than \$2,000,000 aggregate.

General Terms & Conditions—continued

1. Insurance to be Provided—continued

b. Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense and contractual liability. The City of Riverside is to be named as additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work or Services.

Contractors or Subcontractors performing work or services for the Agency must maintain limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate within the same terms herein.

c. Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, Agency must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, for bodily injury and property damage. The City of Riverside is to be named as additional insured on a primary, non-contributory basis.

Contractors or Subcontractors performing work or services for the Agency must maintain limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate within the same terms herein.

General Terms & Conditions—continued

1. Insurance to be Provided—continued

d. Professional Liability

When any professional consultants including counselors, case managers, program management and administration professionals perform Services in connection with the Agreements, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

Contractors or Subcontractors performing work or services for the Agency must maintain limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate within the same terms herein.

e. Directors and Officers Liability

Directors and Officers Liability Insurance must be maintained by the Agency in connection with these Agreements with the limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Coverage must include any actual or alleged act, error or omission by director or officers while acting in their individual or collective capacities. When policies are renewed or replaced the policy retroactive date must coincide with precede commencement of services by the Agency under these Agreements. A claims made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

f. Crime

Crime Insurance or equivalent covering all persons handling funds under these Agreements, against loss by dishonesty, robbery, destruction or disappearance, computer fraud, credit card forgery, and other related crime risks. The policy limit shall be written to cover losses in the amount of the maximum monies collected or received and in the possession of the Agency at any given time.

General Terms & Conditions-continued

1. Insurance to be Provided—continued

g. Property

All Risk Commercial Property Insurance including improvements and betterments must be maintained by the Agency to insure against loss of or damage to building(s), equipment and contents related to the City owned shelter facility that is part of the Lease Agreement. Coverage extensions must include Valuable Papers.

Agency is responsible for all loss or damage to personal property (including materials, equipment, tools and supplies) owned, rented or used by the Agency related to this Lease Agreement.

F. Indemnity

The successful Agency will be required to indemnify the City of Riverside for any losses or damages arising from the delivery of services under the grant agreement what will be awarded. The City may required the successful Agency to provide assurances of performance, including but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the Agency's delivery or non-delivery of services under the agreements.

G. Public Records Act

All proposals submitted in response to the RFP become the property of the City under the Public Records Act (Government Code § 6250 et. seq.) and are public records. As such, all proposals may be subject to public review at least ten (10) days before selection and award. If a proposer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal. Personal information should be labeled as confidential and will remain so. Please note that under California law, price proposal to a public agency is not a trade secret.

Submittal Instructions



Proposal Information and Submittal

All prospective respondents submitting a proposal must be subscribed to the Electronic Bidder's List for that RFP. If the respondent is not listed on the Electronic Bidder's List by subscribing at www.riversideca.gov/bids then the proposal will be considered non-responsive and given no further consideration. Additionally, the proposal must be submitted under the same company name as used to subscribe to the RFP on the Electronic Bidder's List.

Proposal Submittal

All proposals and required documents including any proposal security shall be supplied on a CD or DVD and must be submitted before the due day/time. NO FLASH DRIVES will be accepted.

Please note that any hard copy proposals will not be accepted. Media containing proposal may be submitted by mail or in person but must be time stamped by the Purchasing office before the due day/time and will not be returned. All packages must be address as shown on the following page.

All packages must be addressed as follows:

Respondent's Name

City of Riverside: Purchasing Department
Attn: Purchasing Manager (RFP # **)
3900 Main Street, 6th Floor
Riverside, CA 92522

RFP # **

Due: May 1, 2017

Submittal Instructions

All packages must be addressed as follows:

Respondent's Name

City of Riverside: Purchasing Department
Attn: Purchasing Manager (RFP # **)
3900 Main Street, 6th Floor
Riverside, CA 92522

RFP # **

Due: May 1, 2017

Before 2:00 pm

Project: Day Drop-In & Hygiene Center



Submittal Schedule

Key Dates:

- Request for Proposal Release Date: January 20, 2017
- Last Date for Inquiries : April 10, 2017 before 2:00 pm
- Request for Proposal Due Date: May 1, 2017 before 2:00 pm

Inquiries



All requests for clarifications, changes, exceptions, deviations to the terms and conditions set forth in this RFP should be submitted in writing to:

Shonda Herold, Housing Project Manager
sherold@riversideca.gov

Addenda & Notifications

Unless otherwise specified, any addenda issued during the time of bidding must be acknowledged by signing each addendum, which will be made part of the contract. Failure to acknowledge an addendum will automatically deem your bid non-responsive. Addenda notifications will be provided to those subscribed to the Electronic Bidder's List via email.

Clarifications/Changes/Exceptions/Deviations

All requests for clarifications, changes, exceptions, deviations to the terms and conditions set forth in this RFP should be submitted in writing to:

Ms. Shonda Herold, Housing Project Manager

The final day for the receipt of questions from the Proposer shall be before 2:00 pm on April 10, 2017. To ensure fairness and avoid misunderstandings, all communications must be in written format and addressed only to the individual set forth above. Any verbal communications will not be considered or responded to. Written communications should be submitted via e-mail to the address provided above. All questions received by the due date will be logged and reviewed and if required, a response will be provided via an addendum to the RFP that will be posted on the City's website. **Any communications, whether written or verbal, with any City Council member, Housing Authority Board Member, City or Housing Authority staff other than the individual indicated above, prior to award of a contract by City Council, is strictly prohibited and the Proposer shall be disqualified from consideration.**

Exhibit A

City of Riverside Homeless
Reduction & Prevention
5-Year Plan

Exhibit B

Sample
Property Lease and
Operating Agreement

1 RESOLUTION NO.

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
3 RIVERSIDE, CALIFORNIA, AUTHORIZING THE SUBMITTAL OF AN
4 APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF
5 FINANCE FOR FUNDING UNDER THE COMMUNITY-BASED
6 TRANSITIONAL HOUSING PROGRAM; THE EXECUTION OF A
7 PROGRAM AGREEMENT IF SELECTED FOR SUCH FUNDING AND
8 ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS
9 NECESSARY TO PARTICIPATE IN THE COMMUNITY-BASED
10 TRANSITIONAL HOUSING PROGRAM.

11 WHEREAS, the City of Riverside desires to apply for and receive an allocation of
12 funds through the Community-Based Transitional Housing Program; and

13 WHEREAS, the California State Department of Finance has issued an over the counter
14 application for the Community-Based Transitional Housing Program established by Senate Bill
15 837, Chapter 32, Statutes of 2016 (“SB 837”). SB 837 authorizes the California State
16 Department of Finance to approve funding allocations for the Community-Based Transitional
17 Housing Program (“Program”) and administer said Program, subject to the terms and
18 conditions of the Chapter 32; and

19 WHEREAS, the City of Riverside will submit an application to obtain from the
20 California State Department of Finance an allocation of Community-Based Transitional
21 Housing Program funds in the amount of Two Million Dollars (\$2,000,000) to support the
22 Community Response Team, which is a team that includes a Homeless Outreach Specialist,
23 Police Officer, certified substance abuse counselor, licensed mental health clinician,
24 psychiatrist, and registered nurse and also to support the Transitional Housing Project start-up
25 costs for the operation of facility.

26 NOW, THEREFORE, BE IT RESOLVED:

27 Section 1: The City of Riverside shall submit to the California State Department of
28 Finance an application to participate in the Community-Based Transitional Housing Program
and will request a funding allocation of Two Million Dollars (\$2,000,000) for the following
activities: 1) One Million Two Hundred Thousand Dollars (\$1,200,000) shall be retained by

1 the City to support the Community Response Team, which is a team that includes a Homeless
2 Outreach Specialist, Police Officer, certified substance abuse counselor, licensed mental health
3 clinician, psychiatrist, and registered nurse. This team would be stationed at the Housing First
4 Model Service of Delivery and Transitional Housing Project at the property identified in the
5 grant application. The team will be responsible for providing supportive services to homeless
6 individuals and families that were housed and would engage and respond to encampments in
7 the river-bottom and throughout the City. They would work closely with probation to assist
8 homeless individuals with misdemeanor convictions and try to place them into transitional
9 housing, and 2) Eight Hundred Thousand Dollars (\$800,000) is being requested to support the
10 Transitional Housing Project start-up costs for the operation of the facility.

11 Section 2: The City Council hereby authorizes and entitles a facility that meets the
12 criteria of Government Code Section 30035.2 and that will best meet the needs and
13 requirements of the Program, valid for at least ten (10) years, if the Community-Based
14 Transitional Housing Program application is approved. The final issuance of the local
15 entitlement will be provided within three (3) scheduled public meetings of the City Council,
16 following the State Department of Finance's approval of the City's application for Program
17 funds.

18 Section 3: If the application for funding is approved, the City of Riverside hereby
19 agrees to use the Community-Based Transitional Housing Program funds for eligible activities
20 in the manner presented in the application as approved by the California State Department of
21 Finance and in accordance with program regulations cited above. It also may execute any and
22 all other instruments necessary or required by California State Department of Finance for
23 participation in the Community-Based Transitional Housing Program.

24 Section 4: The City of Riverside authorizes the City Manager or his designee to
25 execute in the name of the City of Riverside, the application, the Program Agreement, and all
26 other documents required by California State Department of Finance for participation in the
27 Community-Based Transitional Housing Program, and any amendments thereto and to submit
28 said application and documents to California State Department of Finance.

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ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk
this day of , 2016.

WILLIAM R. BAILEY, III
Mayor of the City of Riverside

Attest:

COLLEEN J. NICOL
City Clerk of the City of Riverside

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I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the foregoing resolution was duly and regularly adopted at a meeting of the City Council on the day of _____, 2016, by the following vote, to wit:

- Ayes:
- Noes:
- Absent:
- Abstain:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Riverside, California, this _____ day of _____, 2016.

COLLEEN J. NICOL
City Clerk of the City of Riverside

CA: 16-1924