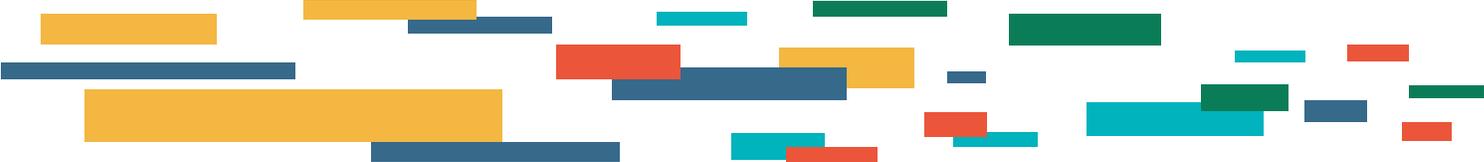




# Requests for Proposals

## FY21





# Housing Connect

3595 South Main Street • Salt Lake City, Utah 84115

Phone: (801) 284-4400 Fax: (801) 284-4406 TDD: (801) 284-4407

## REQUEST FOR PROPOSALS

RFP # 2020

FOR

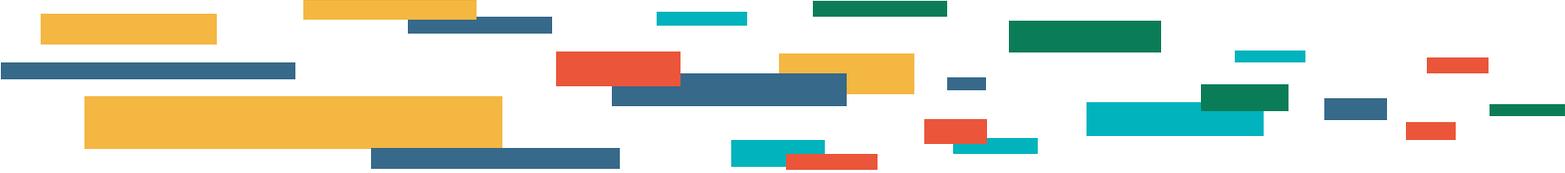
### Housing Connect Pass-Through Subawards

RFP Issued	04.03.2020
Pre-Proposal Conference	N/A
Questions Due	04.10.2020
Responses to Questions	04.17.2020
Proposal Due	04.24.2020
RFP Contact	Roy Mustin <a href="mailto:grants@housingconnect.org">grants@housingconnect.org</a> (801) 970-9543
Pass-Through Subawards Available	HACSL-Renewal S+C -- 1.25 FTE Case Manager HACSL-New Chronic S+C -- 3.25 FTE Case Manager HACSL-COC-Reallocated PSH -- 1.25 FTE CM HACSL-GMM S+C -- 2 FTE Case Managers HACSL- Bud Bailey CoC -- 1.5 FTE Case Managers

**\*\*Due to the COVID-19 pandemic and the continuing impact that we are all experiencing, this RFP has been abbreviated. The requirements are less (than typical) in order to respond to the diminished capacity of our internal teams, and all of our prospective applicants. This abbreviated RFP should not be interpreted as the standard process for Housing Connect pass-through funding going forward.**

Issued By:

Housing Connect <https://housingconnect.org/>



# RFP for Housing Connect Pass-Through Subawards

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## INTRODUCTION AND BACKGROUND:

The mission of HOUSING CONNECT is to connect people and communities to quality affordable housing opportunities while promoting self-sufficiency and neighborhood revitalization.

Housing Connect has served the needs of low-income residents since 1970, utilizing 1,200 housing units (ranging from multi-story complexes to single-family units) and helps 2,800 households with rental assistance. Housing Connect has a large presence in the permanent supportive housing and homeless services community and is looking to strengthen the services delivered to clients in our permanent supportive housing sites.

In order to fulfill its mission, Housing Connect is looking for qualified providers to deliver the highest quality service for households in our permanent supportive housing programs. Our funding comes from State and Federal levels, as well as some private donations.

## GENERAL REQUIREMENTS

**It is important to note that this RFP is for multiple pass-through subawards. The Provider must specify which subaward(s) they are applying for.**

All work to be performed by the service provider submitting a proposal for subaward funding (“Provider”) shall be performed in accordance with professional standards, HUD regulations, funding requirements, and criteria, as well as local codes, regulations, ordinances, and statutes. The Provider shall only perform work which is authorized by Housing Connect.

The Provider will hire additional subrecipients only with the written advance authorization of Housing Connect. All subrecipients are subject to the approval of Housing Connect.

The Provider shall not undertake any representation or other relationship that places it in an actual or potential conflict of interest position with any other entity. The Provider is required to disclose any such conflicts in writing to the CEO of Housing Connect. Any consent and waiver to the conflict must be obtained in writing.

All documents produced under agreement with Housing Connect must be submitted in a format to which both parties agree. All documents and products created by the Provider and any subrecipients shall become the exclusive property of Housing Connect.

Housing Connect is committed to affirmatively furthering fair housing for all persons regardless of age, race, color, national origin or ancestry, citizenship, religion, sex, sexual orientation, gender, gender identity, gender expression, physical or mental disability, medical condition, genetic information, marital status, familial status, or any other basis protected by



state, federal, or local law. Provider is required to promote fair housing and comply with the Fair Housing Act and fair housing laws and regulation related to its representation of Housing Connect.

Housing Connect, HUD, Comptroller General of the United States, and any other applicable funding source agent, shall at all times, have access to any books, documents, papers, and records of the Provider which are directly pertinent to the specific agreement for the purpose of audit, examination, or for excerpts or transcripts. The Provider shall be required to retain all pertinent records in accordance with Housing Connect's records retention schedule as outlined in Consultant Services Agreement, (Appendix A).

Providers must provide proof of insurance as described in Section XIV.

If necessary to clarify information, the CEO or their representative may ask one or more Providers to attend a personal interview.

A thorough reference and background check of any party identified in the proposal may be conducted. This RFP is a solicitation and not an offer to contract.



## I. PURPOSE:

Housing Connect is seeking qualified Service Providers or Governmental Agencies to assist Housing Connect in providing specialized housing case management services to chronically homeless, high acuity individuals with disabilities residing throughout the Salt Lake County in their own apartments. These case management services will be provided directly to recipients in their own homes, in the community, or wherever they reside prior to finding suitable housing. A brief summary of the programs that are available for pass-through funding will be listed as Attachment B: Program Descriptions.

Housing Connect anticipates securing services to support the following number of households, associated with the following Continuum of Care grants:

SP3 – Approximately 3.25 FTE Case Managers to support 49 households

SP – Approximately 1.5 FTE Case Manager to support 23 households

COCR – Approximately 1.25 FTE Case Mangers to support 19 households

SPBB – Approximately 1.5 FTE Case Mangers to support 16 households

GMM – Approximately 2 FTE Case Managers to support 44 households

All services should be provided in accordance with 24 CFR 582.110 and any other applicable state, local, and federal laws related to the administration of funds.

## II. SCOPE OF WORK:

The following Scope of Work is included to provide clarity on what Housing Connect would expect of each entity who receives subawarded funds. **FOR EACH PASS-THROUGH SUBAWARD THAT THEY ARE APPLYING FOR A PROVIDER MUST:**

### 2a. General Scope of Services:

1. Utilize a Housing First approach to achieve our community-wide goal of making homelessness rare, brief, and non-recurring.
2. Provide long-term housing case management to individuals who are experiencing, or have experienced, homelessness in their unit, property location, or out in the community. These individuals include those of a diverse background who require a variety of services
3. Enhance and complement existing community-based services and work collaboratively with providers of services and resources in a community-based partnership to accomplish item 2 above.
4. Participate in activities to include crisis intervention, ongoing housing case management; outreach and engagement; and coordinating services for tenants who have issues that may jeopardize their health and safety and tenancy, among other activities that meet the goal in item 2 above. These issues may include concerns such as hoarding/clutter, cleanliness issues leading to infestations, money management etc.

- 
5. Determine whether the individual participants of the program(s) (“Client”) is under the care of other providers, and if so, assist the Client in gaining access to services from that provider if the client wishes to pursue those services.
  6. Monitor the Client’s progress to determine whether the outcome of referrals and stabilization services were successful.
  7. Improve or establish new connections with a variety of community services and mobilize the involvement of the Client’s support network.
  8. Determine whether each Client is under the care of a healthcare provider (including mental health), and if so, assist any such Client in gaining access to services from that provider if the Client wishes to continue those services and work in partnership with such other provider to provide the highest level of support available to the Client.
  9. Provide advocacy, translation and direct assistance, as needed, to enable Clients to access needed resources.

## 2b. Tasks To Be Performed:

1. Provide ongoing housing case management, on-site outreach and engagement, coordinating services, and crisis intervention for Clients who have hoarding/clutter/cleaning issues that may jeopardize their health, safety and tenancy.
2. Monitor each Client’s progress to determine whether the outcome of referrals to third-party providers and stabilization services was successful.
3. Monitor and mobilize the involvement of each Client’s support network.
4. Assist Client with the logistics of paying rent to maintain housing. This can include, but is not limited to, transporting/walking with Clients to obtain a money order, assisting Clients in setting up a bank account with direct pay options, assisting with setting up direct pay, assist the Client in talking with property management to obtain a payback agreement and or obtaining a fiduciary.
5. Transport Clients with Provider vehicles, as needed, to appointments or other required activities.
6. Provide intensive, hands on support services to all Clients. These services will include, but are not limited to, activities such as monitoring the outbreaks of insect infestations such as cockroaches or bedbugs and assisting the Clients in cleaning their unit in preparation for treatment; assisting with trash removal; assisting Clients with obtaining laundry, hygiene, and cleaning supplies; and support with obtaining employment, applying for non-earned income, housing paperwork, etc.
7. Meet and conduct a supportive-service needs assessment and/or mental health assessment with Clients within the time frames allotted by Housing Connect and any Funding Partners.
8. Monitor the health of each Client and, in the event of a significant loss of physical, mental, or emotional health, work with the Client to seek assistance.
9. Assist Clients with locating, applying for, and obtaining housing if they do not currently have a dwelling for which they may utilize the voucher. This may



include assistance with filling out applications, looking at units, speaking with landlords/property managers, assisting with moving items to apartment, assistance with landlord mediation, and coordination with housing agencies, among other activities which seek to meet the goals of the program.

10. Assistance with voucher renewals, disputes, hearings, or any other items related to the retention of the voucher as applicable.
11. Meet with every new Client within two (2) business days of occupancy and complete a case management intake packet and an enrollment in the HMIS system (if enrollment isn't already completed by Housing Connect).
12. Assist Clients in responding within two (2) business days to notices from property management or Housing Connect regarding time sensitive actions, including, but not limited to, rent due notice, payback agreement needed notice, a three day pay or vacate notice, eviction notice, subsidy renewals, and LIHTC paperwork.
13. The Provider will respond within one (1) business day for any emergency referral and will assist residents with responding to notices from property management within two (2) business days
14. Assist with any grant applications, documentation, and monitoring as needed to maintain both existing and future funding sources related to the program(s) services
15. Meet all funding source requirements and obligations pertaining to service delivery, fidelity, notes, intakes and outcomes.

### III. PROGRAM OUTCOMES:

The Provider shall maintain intensive support services to all Clients in the programs that the Provider is subawarded. This could be for a single program or multiple depending on the proposal, review, and award processes. Regardless, the following outcomes are expected:

- The Provider will meet and conduct a supportive service needs screening and/or assessment with 100% of Clients referred by either property management or the Community Services Coordinator.
- Case Plans will be developed for those referred to the Provider and progress will be reported to the appropriate support team members and Housing Connect staff.
- The Provider will assist with any grant applications, and/or monitoring as needed to maintain funding sources both existing and future.
- The Provider will be required to meet all funding source requirements and obligations pertaining to service delivery, fidelity, notes and outcomes.
- Case management services will be documented in the Homeless Information Management System (HMIS) with correct type of service being provided, and a case note explaining each interaction.
- In the event that the provider does not enter data into HMIS, physical case management files will be maintained by the Provider detailing what services are being offered. These files must be available for review upon request by Housing Connect or any other monitoring agency. Housing Connect will give priority to Providers who are prepared to utilize HMIS to track data.

- 
- The case management services will follow all requirements outlined by HUD in relation to the program(s).

#### IV. REIMBURSEMENT:

Housing Connect has applied for funds to reimbursement the agency(ies) selected to provide these services. Monthly invoices detailing budget expenditures will be required for all requests for reimbursement from the selected agency(ies). This grant is expected to run one year, at which time Housing Connect will reapply for these funds or issue a continuance.

Failure to submit correct invoices in a timely manner will hinder Housing Connect's ability to monitor the use of funds and will be viewed as non-compliance with any and all subawards. This can result in actions up to and including rejection of late invoices for reimbursement, and termination of any subaward agreements.

#### V. BOARD AND STAFF COMMUNICATIONS:

Under no circumstances may any member of Housing Connect or any staff member other than the contact specified in Section XV be contacted in regards to this application or the services described herein during this RFP process by any entity intending to submit a response to this RFP. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individual identified in Section XV.

#### VI. RELEASE OF INFORMATION:

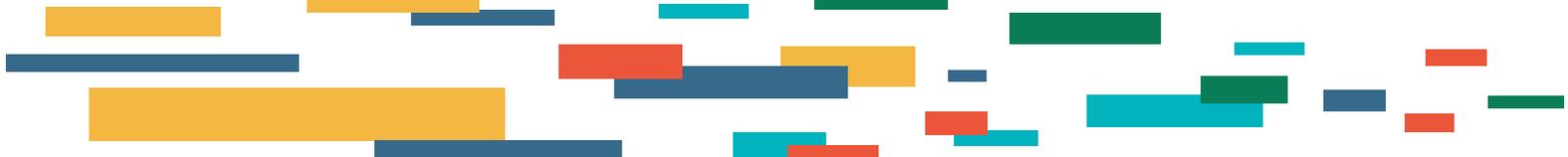
Information submitted in response to this RFP will not be released by Housing Connect during the proposal evaluation process or prior to an agreement award unless there is a request of information filed under GRAMA.

#### VII. PROPRIETARY INFORMATION:

If the Provider does not desire certain proprietary information in their proposal disclosed, the Provider is required to identify all propriety information in the proposal, which identification shall be submitted concurrently with the proposal. If the Provider fails to identify proprietary information, it agrees by submission of its proposal that those sections shall be deemed nonproprietary and may be made available upon public request after an agreement award.

#### VIII. HOUSING CONNECT RESERVATION OF RIGHTS

1. Housing Connect reserves the right to accept or reject any or all proposals or any part of any proposal, to waive minor technicalities in the RFP process, or to terminate the RFP process at any time, if deemed by Housing Connect to be in its best interests.
2. Housing Connect would prefer to award a subaward agreement(s) to the fewest number of Providers which is most advantageous to Housing Connect based on



compliance with this RFP and Addenda. However, Housing Connect reserves the right to make a partial award (adopt any part or all of a proposal), split award, or not to award.

3. Housing Connect reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
4. All amendments to, and interpretations of, this solicitation shall be in writing. Housing Connect shall not be legally bound by any amendment or interpretation that is not in writing as an official addendum to the RFP.
5. Housing Connect reserves the right to request oral information or additional written documentation to supplement any or all written proposals.
6. Housing Connect shall have no obligation to compensate any provider for any costs incurred in responding to this RFP.
7. Housing Connect reserves the right to retain all proposals submitted and not permit withdrawal for a period of one hundred twenty (120) days subsequent to the deadline for receiving proposals without the written consent of the Housing Connect Quality Assurance Coordinator.
8. Housing Connect reserves the right to negotiate the fees proposed.

## IX. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL:

The selected Provider must have the qualifications and experience necessary to perform the scope of services as described in this section and in Section II Scope of Work.

In response to many of our potential Providers working remotely the information being collected is going to be considerably less. Section XIV will be broken into two forms found in the Attachments section, titled XIVa and XIVb.

Form XIVa is a series of Yes or No questions. A “No” on any of these questions will disqualify a potential Provider. It is important to note that these are questions regarding areas that will be monitored closely for compliance if a subaward is issued. Failure to meet compliance in these areas will result in immediate action including potential termination of the agreement depending on the severity of the noncompliance.

Subsection XIVb will be short list of more traditional, open-ended questions.

Along with these questions, a potential Provider has the option to include any other information that they deem relevant to their ability to complete the work as described in Section II. If there is additional information, please include it after the information provided for Subsections 14a & 14b. In the interest of as fair and open a process as possible, Housing Connect and its review committee will not exclude any potential Provider for not including extra information.



## X. PERFORMANCE INDICATORS/PROJECT MONITORING AND EVALUATION:

The Provider will keep records of financial spending as related to the program(s), caseloads, individuals served, and services provided. Upon request, these records shall be made available to the Quality Assurance Coordinator and/or evaluators designated by Housing Connect to evaluate or monitor the program.

Evaluation will be ongoing, and data will be available for all evaluators and monitors from both inside and outside of the project. The Provider will be expected to complete all monitoring instruments within the timeframe requested as they are developed and presented to the Provider for completion.

## XI. REPORTING:

The Provider shall submit reports to Housing Connect on all activities on a quarterly basis. The reports should focus on statistically documenting the services listed in this RFP and the program outcomes identified by our funding partners. Housing Connect will be creating the form for this report in collaboration with any Providers receiving funding.

The Provider shall also submit a Statistical and Narrative Report summarizing all services offered to residents as requested through funding partners.

## XII. PROVIDER'S RESPONSIBILITIES:

- The Provider shall ensure that services are offered to individuals in keeping with Sections II, and III of this RFP.
- The Provider shall also ensure that all reporting and monitoring requirements as defined in Sections X, and XI of this RFP are met.
- Further, it is the responsibility of the Provider to follow the rules, best practices, and regulatory guidelines in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as well as any applicable State, and local laws.

## XIII. HOUSING CONNECT RESPONSIBILITIES:

- Housing Connect will provide monitoring and training to ensure that the requirements of the Agreement are met.
- Assist with housing advocacy
- Maintain accurate financial records, and conduct financial audits.
- Identify training needs of the Provider and offer training sessions based on best practices
- Participate in regularly scheduled administrative meetings with the Provider
- Reimburse eligible expenses monthly



## XIV. PROPOSAL SUBMISSION REQUIREMENTS and EVALUATION

Please include the items in the order listed. If the item is labeled “**Upon Request:**” a Provider must be prepared to produce the information if Housing Connect requires it as part of the review process. However, it is not required as part of the initial application.

1. **Cover Letter** (maximum 1 page): Letter introducing the Provider, the location of the Provider’s principal place of business, **which subawards that the Provider is submitting for**, outlining the attachments, and naming the individual who will be the Agreement Administrator. **Include how soon the organization, if selected, would be in a position to provide services.**

SP3 – 3.25 FTE Case Managers

SP – 1.5 FTE Case Managers

COCR – 1.25 FTE Case Managers

SPBB – 1.5 FTE Case Managers

GMM – 2 FTE Case Managers

2. **Fill out Form XIVa (Pass/Fail):** Found in the Attachments section.
3. **Fill out Form XIVb:** Found in the Attachments section.
4. **Budget:** Include a discussion of pricing, including justification of costs.
5. **Forms and Certifications (Pass/Fail):** All of the forms and certifications listed in the Attachment section of this document must be complete and included with the proposal submission. This includes addenda added to clarify questions.
6. **Provide proof (Pass/Fail)** of type and level of Workers Compensation coverage, Professional Liability, and Automobile Liability Insurance coverage.
7. **UPON REQUEST: Providers are to provide a work plan (See #2 in list of criteria below)**, including a statement of the case management approach, which details how the Provider will perform the scope of work (including on-site case management services). It should also explain how the Providers will perform the scope of work in the event that COVID-19’s impact makes necessary the use of remote work/social distancing/personal protective equipment. This section should detail all case management principles and assumptions that will govern this agreement, including strategies for working with individuals who have experienced, or are experiencing, homelessness. The proposal for collaborating with Housing Connect and other service providers ensuring a seamless delivery of services to residents should be detailed.
8. **UPON REQUEST: Credentials (See #5 in list of criteria below):** Be prepared to describe the credentials and experience of the agency that will perform the work. If applicable, include agency or facility accreditation or licensure. Please describe the

qualifications and experience as well as identify the relationship of the lead contact for this proposal to the Applicant organization.

*Case Manager Qualifications:*

- a. Case management certification: All case managers must complete the state of Utah/Division of Substance Abuse and Mental Health case manager certification training. New staff have ninety (90) days after hire to obtain their case manager certification.
- b. Be at least 18 years of age.
- c. Have at least a high school degree or a GED.
- d. Have at least two (2) years’ experience in Human Services or a related field (may include relevant education or volunteer activities); as determined by Housing Connect.
- e. Pass an exam which tests basic knowledge, ethics, attitudes and case management skills with a score of 70 percent or above.
- f. Successfully complete a forty (40) hour case management practicum with supervision over a two-week period (for part-time employees this may be extended up to four (4) weeks), and be familiar with community resources and funding regulations for case management activities. This requirement may be waived by the State Community Services Office for providers of case management who have already demonstrated experience in providing these services.
- g. Ongoing Education: Within three (3) years, a minimum training requirement of eight (8) hours each year must be completed specific to case management activities.

SCORING CRITERIA	MAXIMUM POSSIBLE POINTS
<b>1.Cover Letter</b>	5
<b>3. Form XIVb:</b> Completeness, Was the information applicable? Was the information accurate? Was the information in keeping with the core values and mission statement of Housing Connect?	50
<b>4. Pricing:</b> Was the pricing competitive? Was the pricing accurate based on experience? Were the justifications of cost acceptable?	45
<b>Total Points Available:</b>	<b>100</b>



## XV. SUBMISSION OF QUESTIONS

Questions may be submitted via email on or before 04.09.2020 to [grants@housingconnect.org](mailto:grants@housingconnect.org)

Responses to questions will be available via addendum uploaded to [housingconnect.org](http://housingconnect.org) by 04.16.2020.

All communications concerning this RFP should be directed to [grants@housingconnect.org](mailto:grants@housingconnect.org)

## XVI. SUBMISSION OF PROPOSALS

Written responses to the RFP must be prepared as specified as to form, content, and sequenced as described in earlier sections of this Request for Proposals. No additions or changes to a proposal may be made after the submittal date. Secure email can be used to submit RFP.

Proposals must be received via email **in pdf format** sent to [grants@housingconnect.org](mailto:grants@housingconnect.org)

The proposal shall be signed by the required signatory(ies) authorized to execute legal documents on behalf of the Provider. All necessary forms and statements for the various miscellaneous provisions explained in this document must be completed, properly signed, and submitted with the proposal.

Any and all information supplemental to this RFP will be released via addenda to be uploaded to the [housingconnect.org](http://housingconnect.org). **All addenda issued must be acknowledged by signing the individual addendum and including with proposal. It is the responsibility of all Providers to monitor [housingconnect.org](http://housingconnect.org) for addenda.**

## XVII. ACCEPTANCE AND REJECTION OF PROPOSALS

Housing Connect reserves the right to waive informalities in any proposals, reject any or all proposals in whole or in part with or without cause, and to accept that proposal which in its judgment best meets its needs. Housing Connect reserves the right to reject the proposal of any respondent who has previously failed to perform properly or to complete on time agreements of a similar nature, who is not in a position to perform the agreement, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded obligations to subcontractors or employees.

## XVIII. PROCEDURE FOR SELECTION OF A SUBRECIPIENT

Housing Connect will evaluate all of the proposals against the evaluation factors stated in this RFP and may invite the highest ranked organization(s) to participate in an interview or may award an agreement on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Provider's best terms from a cost or price and technical standpoint.



After any interview(s) is (are) completed, Housing Connect will invite the highest ranked organization to submit a best and final offer for consideration by Housing Connect. If Housing Connect cannot reach agreement with the highest ranked organization, Housing Connect may contact the next highest ranked organization and repeat the same procedure. Housing Connect may continue this procedure until an agreement is reached (if any) with the most qualified organization(s) that provides a fair and reasonable cost.

## **XIX. PROCEDURE FOR EXECUTION OF AGREEMENT**

If Housing Connect has selected a Subrecipient from the proposals it receives, the procedures described below shall apply for executing the Agreement.

- A. Housing Connect Quality Assurance Coordinator will send Notice of Award.
- B. Subrecipient will return an executed copy of the Agreement and proof of liability insurance before commencing work.
- C. Upon receipt of the executed agreement, Housing Connect Quality Assurance Coordinator will send Notice to Proceed with the necessary contact information to begin work.
- D. The Subrecipient shall not commence work on the project without first receiving a Written Notice to Proceed from Housing Connect. Under no circumstance will Housing Connect issue a Notice to Proceed before the Subrecipient has returned the executed agreement and proof of required insurance.

## **XX. CANCELLATION OF THE RFP**

Housing Connect reserves the right to cancel this RFP at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of Housing Connect. The Provider assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

## **XXI. COLLUSION**

Provider, by submitting a proposal, certifies that no officer, agent, or employee has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other provider; and that the Provider is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

## ATTACHMENT A: FORMS

### Form XIVa

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Are you able to work remotely/in a manner that promotes Client and Case Manager safety in the event that Stay Home, Stay Safe or a similar measure extends into the subaward period?
<input type="checkbox"/>	<input type="checkbox"/>	Is your agency able to protect Client confidentiality around any Personally Identifiable Information/Personal Health Information while working under the community guidelines described above?
<input type="checkbox"/>	<input type="checkbox"/>	Are you able to provide Case Managers at a ratio of 1 Case Manger to 15 Individuals Supported?  **This will be the expected average caseload size of the case manager and any changes will require written notification to Housing Connect.
<input type="checkbox"/>	<input type="checkbox"/>	Are you able to adequately log case notes in HMIS within 5 calendar days of providing the service, with a goal of at least 90% of case notes provided in this timeframe?
<input type="checkbox"/>	<input type="checkbox"/>	Are you able to consistently log services and quarterly assessments under the HMIS enrollment agreed upon by Housing Connect and your agency?
<input type="checkbox"/>	<input type="checkbox"/>	Are you able to keep a current, accurate log of Case Managers, and their caseloads? And notify Housing Connect at least monthly of all Case Managers, and caseloads on subawarded programs?
<input type="checkbox"/>	<input type="checkbox"/>	Are you able to work with your client to develop a list of specific, measurable client goals in line with the overarching mission of the program? Are you able to track these goals, and report on their status utilizing the Client Tasks feature in HMIS?
<input type="checkbox"/>	<input type="checkbox"/>	Are you able to submit monthly billings no later than the 15 <sup>th</sup> day of the following month?

## Form XIVb: (Please restrict each answer to 1500 characters)

1. What is your agency's experience with providing case management to vulnerable individuals and families including homeless and chronically homeless households? How do you ensure consistent case management (not disrupting lives...)
2. What are the key activities that case managers on your team focus on with their clients?
3. What experience does your agency have in person-centered goal setting for the individuals that you support? Can you explain how you would help someone achieve personal goals in order to prevent a reoccurrence of homelessness?
4. Discuss how you work with tenants and landlords to ensure housing stability including any services that you may use.
5. Describe how you address household requests for a change in case manager.
6. Describe under what circumstances you would stop providing services to a household.
7. If your agency was a recipient of pass-through funding from Housing Connect in the past, what changes are you going to implement to improve any future pass-through award performance?
8. Are you able to provide a list of dedicated Case Managers, or portions of a Case Manager's time, that will be providing services for the program for which you are applying? As an example, a program may pay for 1.5 FTE Case Managers, which would require a minimum of 2 Case Managers from a provider, although one of them would only be working on the program part-time. Below is a table of the minimum and maximum number of Case Managers allowed (including part-time positions under the program!) What will you be able to provide for the programs for which you are applying?

Program	Minimum (preferred #)	Maximum (most allowable)
HACSL-Renewal S+C	2	6
HACSL-New Chronic S+C	4	13
HACSL-COC-Reallocated PSH	2	5
HACSL-GMM S+C	2	2
HACSL- Bud Bailey CoC	2	2

## Form XVIa: PROFILE and CERTIFICATION

(1) Prime  Subrecipient  (This form must be completed by and for each).

(2) Name of Organization: \_\_\_\_\_

Telephone \_\_\_\_\_ Email: \_\_\_\_\_

(3) Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip: \_\_\_\_\_

(4) Identify the individual(s) that will act as project manager(s) and any other supervisory personnel that will work on project.

NAME	TITLE

(5) Worker's Compensation Insurance Carrier: \_\_\_\_\_

Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(6) General Liability Insurance Carrier: \_\_\_\_\_

Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

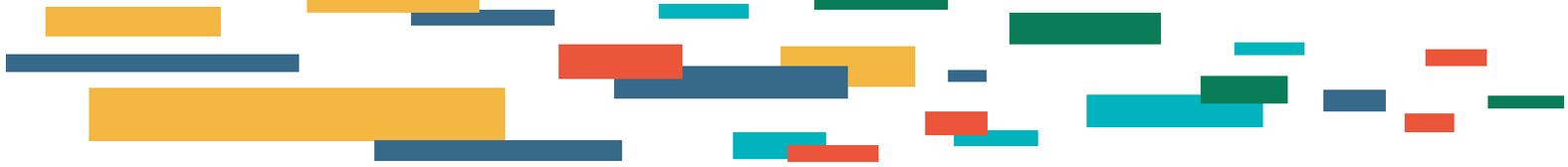
(7) Professional Liability Insurance Carrier: \_\_\_\_\_

Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(8) Debarred Statement: Has this organization, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, or any local government agency within or without the State of Utah?

Yes  No

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

- 
- (9) Disclosure Statement: Does this organization or any principals thereof have any current, past personal or professional relationship with any Board Member or Officer of the Housing Connect?  
Yes  No

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

- (10) Non-Collusion Affidavit: The undersigned party submitting this proposal or bid hereby certifies that such proposal or bid is genuine and not collusive and that said provider entity has not colluded, conspired, connived or agreed, directly or indirectly, with any provider or person, to put in a sham proposal or bid or to refrain from proposing or bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal or bid price of affiant or of any other provider or person, to fix overhead, profit or cost element of said proposal or bid price, or that of any other provider or person, or to secure any advantage against Housing Connect or any person interested in the proposed contract; and that all statements in said proposal or bid are true.
- (11) Indemnification Certification: The undersigned party, by submitting this Proposal, hereby certifies that they expressly agree to indemnify, defend, hold harmless and indemnify Housing Connect and its respective commissioners, members, officers, agents and employees of and from all claims, loss, damage, injury, actions, causes of action and liability of every kind, nature and description directly or indirectly arising out of or connected with the performance of this bid and resulting contract and any of Contractor's operations or activities related thereto, excluding the willful misconduct or the gross negligence of the person or entity seeking to be defended, indemnified or held harmless.
- (12) Labor Code Certification: The undersigned party, by submitting this Proposal, hereby certifies that he/she is aware of the provisions of labor laws which require every employer to be insured against liability for Worker's Compensation and/or to undertake self-insurance in accordance with the provisions of the law and will comply with such provisions before commencing the performance of the work of this Agreement.
- (13) Verification Statement: The undersigned provider hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if Housing Connect discovers that any information entered herein is false, that shall entitle Housing Connect to remove from consideration, decline to award, or to cancel any award to provider.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company



## Attachment B: Program Descriptions

**HACSL – Renewal S+C:** Housing Connect's SP uses rental assistance and admin dollars to address the need for permanent supportive housing options for households in Salt Lake County who are chronically homeless. The program dedicates 100% of beds for chronically homeless individuals. Using the Housing First Approach and the Coordinated Entry Triage process, the program provides a quick transition to safe, affordable permanent housing. The program provides Tenant Based Rental Assistance to a minimum of 142 persons from 88 households. Based on the rent portions tenants are paying, this program is currently serving 229 persons from 88 households.

**HACSL – New Chronic S+C:** Housing Connect's SP3 uses rental assistance, supportive services and admin dollars to address the need for permanent supportive housing options for individuals in Salt Lake County who are chronically homeless. The program dedicates 100% of beds for chronically homeless households. Using the Housing First Approach and the Coordinated Entry Triage process, the program provides a quick transition to safe, affordable permanent housing. The program provides Tenant Based Rental Assistance to a minimum of 116 persons from 80 households. This program expansion began June 1, 2019 and this program is already serving 110 persons from 93 households.

**HACSL – COCR PSH:** Housing Connect's COCR uses rental assistance, supportive services and admin dollars to address the need for permanent supportive housing options for individuals in Salt Lake County who are chronically homeless. The program dedicates 100% of beds for chronically homeless households. Using the Housing First Approach and the Coordinated Entry Triage process, the program provides a quick transition to safe, affordable permanent housing. The program provides Tenant Based Rental Assistance to a minimum of 98 persons from 88 households. Based on the rent portions tenants are paying, this program is currently serving 129 persons from 93 households.

**HACSL – Grace Mary Manor S+C:** Housing Connect's SPG uses rental assistance and admin dollars to address the need for permanent supportive housing options for individuals in Salt Lake County who are chronically homeless. The program dedicates 100% of beds for chronically homeless individuals. Using the Housing First Approach and the Coordinated Entry Triage process, the program provides a quick transition to safe, affordable permanent housing. The program provides Project Based Rental Assistance to a minimum of 30 persons from 30 households.

**HACSL – Bub Bailey CoC:** Housing Connect's SPBB uses rental assistance and admin dollars to address the need for permanent supportive housing options for individuals in Salt Lake County who are chronically homeless. The program dedicates 100% of beds for chronically homeless households. Using the Housing First Approach and the Coordinated Entry Triage process, the program provides a quick transition to safe, affordable permanent housing. The program provides Project Based Rental Assistance to a minimum of 34 persons from 16 households. Based on the rent portions tenants are paying, this program is currently serving 43 persons from 16 households.