



The City of
OKLAHOMA CITY
Planning Department
Community Development Division
420 W. Main, Suite 920 Oklahoma City, OK 73102

SOLICITATION OF PROPOSALS
FOR
HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)
HMIS AND HOUSING RESOURCE COORDINATION

Introduction:

The City of Oklahoma City (CITY) Planning Department Community Development Division is soliciting proposals from experienced service providers to expend new grant monies made available under the American Recovery and Reinvestment Act of 2009. Funds from the CITY's HPRP have been allocated for this purpose.

Applicants may submit one proposal for either one or both projects under this solicitation. Submittals may be made during the period **starting 8:00 am June 3, 2009 and ending 12:00pm (Noon) June 15, 2009**. There will be an additional solicitation(s) for other portions of the HPRP program.

Please contact either Jane Ferrell 297-2939 or Shelly Kuhn 297-1080 for any questions you may have regarding this solicitation

One original and three copies of the proposal should be hand delivered to:

Oklahoma City Planning Department
Community Development Division
C/O HPRP Program
420 West Main, Suite 920
Oklahoma City, OK 73102

The CITY will review each proposal in regard to conformance with the guidelines outlined below as well as HUD's HPRP program requirements. Applicants must be familiar with the Notice of funding allocations and requirements issued by the Department of Housing and Urban Development on March 19, 2009 (available at www.hudhre.info).

Applications will be reviewed and evaluated by Planning Department staff. Applications recommended for further consideration will be forwarded to the Continuum of Care Committee for review and recommendation, then to City Council for funding approval. Applicants with projects approved for funding will enter into an Operating Agreement, which will define HPRP program regulations and special project terms and conditions.

The solicitation package for this HPRP program is available at the Planning Department Community Development Division office, 420 West Main Street, Suite 920. It is also available online at <http://www.okc.gov/planning/ConsolidatedPlan.html>.

Section I. Eligible Applicants/Costs:

Applicants must demonstrate sufficient experience for the proposed activity or project and must have current capacity to administer and carry out this project.

Section II. Eligible Activities:

The only two activities under this solicitation are:

- Housing Resource Coordination – Housing search, location and placement (work with landlords, create and maintain an on-line Housing Inventory data base)
- Expanded Homeless Management Information System – (HMIS) capabilities – Upgrade system to meet HPRP standards - Data Collection and Evaluation – Software Development; Data Evaluation; Data Entry; Training and Reporting

There are limited administrative funds available under this solicitation. These funds will be added to the successful proposals and should not be included with any proposal. In no case will administrative funds exceed 2.5% of the total award.

All CITY-source HPRP funded projects must commit to monthly reporting of outcomes and expenditures. All program recipients must be entered into the local HMIS in keeping with HUD’s HPRP HMIS standards. All program and client data must be entered into the local HMIS no later than the 2nd day following the end of each month.

Section III. Available Funding:

A total of \$2,161,404 was awarded to Oklahoma City. Funding limits have been set as follows:

- | | | |
|--|-----|-------------------------------|
| ▪ Financial Assistance for Housing | 45% | \$ 972,631/\$324,210 per year |
| ▪ Housing Relocation and Stabilization | 45% | \$ 972,631/\$324,210 per year |
| ▪ Data Collection and Evaluation | 5% | \$ 108,070/\$36,023 per year |
| ▪ Administration | 5% | \$ 108,070/\$36,023 per year |

Section IV. Proposal Minimum Submission Criteria:

In addition to the minimum submission requirements outlined below, the CITY reserves the right to request other project-related information at any time during the proposal review process. Each proposal must be responsive, as applicable, to the questions asked below:

I. Housing Resource Coordination – Describe how the applicant will:

- Develop and maintain an on-line Housing Inventory data base of available and appropriate rental units.
- Develop relationships with area landlords to facilitate client placement.
- Serve as a housing resource for homeless case management teams.

- Maintain financial records, housing contacts and other pertinent information to produce monthly progress reports on HPRP activities.
 - Conduct or arrange for required housing inspections prior to leasing.
 - Work closely with the HPRP Systems Coordinator to make timely program adjustments as needed.
- II. HMIS – upgrade system, data collection and evaluation - Describe how the applicant will:
- Meet the HPRP Reporting Requirements and Revised HMIS data standards published in the Federal Register on May 8, 2009 by September 1, 2009.
 - Prepare monthly and quarterly progress reporting (QPR) for HPRP that include data from all participating HPRP programs, including aggregate data from Domestic Violence programs. First Report due October 3, 2009 for the quarter ending September 30, 2009.
 - Provide assistance to area shelters and other homeless programs to ensure participation in HMIS to provide the community with comprehensive data.
 - Provide any needed software/hardware to approved HPRP providers.
 - Develop and conduct regular HMIS related trainings and provide technical assistance for administrators and data input personnel at service provider agencies.
 - Staff HMIS so that the following roles/responsibilities are met:
 - Program and system-level data analysis and evaluation are available.
 - HMIS management to assure timely, quality data, including daily oversight of internal and external users.
 - Production of program outcome reports, QPR's, APR's and other reports as needed or requested.
 - Provide leadership in understanding and adhering to HUD standards and requirements.
 - Work closely with the HPRP Systems Coordinator to make timely program adjustments as needed

Section V. Forms to be submitted:

All Applicants submit:

- Name and contact information
- **One** page narrative description of how the criteria for funding will be met, and the completed chart(s) below:

Please propose expenses for one year only. Funding may be renewed for up to 2 additional years.

Example : If you are proposing 1 FTE, divide the time under the budget column - you may put the total FTE *cost* in the total at the bottom. You may also propose a dollar amount for specific activities in the budget column in addition to the personnel costs. Then add personnel and other costs for the grand total. You may also add other activities.

Housing Resource Coordination

Activity	Timeline/Completion Date	Budget Detail
Develop and maintain an on-line Housing Inventory data base	9/1/09 and monthly	
Develop relationships with area landlords		
Serve as a housing resource for homeless case management teams		
Maintain financial records, housing contacts and other pertinent information		
Conduct or arrange for required housing inspections		
<i>Personnel Costs</i>		
<i>Other Cost</i>		
Grand Total		

HMIS

Activity	Timeline/Completion Date	Budget Detail
Meet the HPRP Reporting Requirements	9/1/09	
Provide any needed software – hardware to new providers		
Develop and conduct HMIS related trainings		
Prepare monthly and quarterly progress reporting (QPR)	First QPR report due 10/3/09	
Provide assistance to area shelters and other homeless programs to ensure participation in HMIS		
Staff HMIS to meet the stated roles/responsibilities		
<i>Personnel Costs</i>		
<i>Other Cost</i>		
Grand Total		