



The City of  
**OKLAHOMA CITY**

**Planning Department**

Housing and Community Development Division  
420 W. Main, Suite 920 Oklahoma City, OK 73102

**NOTICE OF FUNDING AVAILABILITY**  
**EMERGENCY SOLUTIONS GRANT (ESG) 2025-2026**

**RFP Announced:** Wednesday, July 9<sup>th</sup>, 2025  
**Responses Due:** 8:00 PM on Wednesday, August 6<sup>th</sup>, 2025

*Late submissions will not be considered.*

**Point of Contact**

Jerod Shadid

Program Planner – Homeless Services

[jerod.shadid@okc.gov](mailto:jerod.shadid@okc.gov)

(405) 201-4181

## Overview

On behalf of the Key to Home Partnership, the City of Oklahoma City, the lead agency for the Continuum of Care (CoC), seeks proposals from nonprofit and governmental agencies to provide eligible Emergency Solutions Grant (ESG) services to individuals and households experiencing homelessness. Proposals should demonstrate approaches to preventing and ending homelessness through sustainable housing solutions..

The City will prioritize funding for proposals that align with the Key to Home 2025 system priorities, as outlined in this RFP.

## Introduction

The City of Oklahoma City (CITY) Planning Department Community Development Division is soliciting proposals from experienced service providers for 2025-2026 ESG funds for \$410,969 allocated to the City of Oklahoma City by the U. S. Department of Housing and Urban Development (HUD) for use in providing housing and services to meet the needs of homeless persons and families. The ESG Program provides funding to nonprofit providers, states, local governments, and Indian Tribes to help rehouse homeless individuals and families, minimize the trauma and dislocation caused by homelessness, and promote access to mainstream programs.

The CITY will review each proposal to ensure conformance with the guidelines outlined below and HUD's ESG program requirements. This solicitation outlines the programs requested and the criteria that must be followed by each entity wishing to be considered for funding. Available funds are drawn down on a reimbursement basis.

For this funding source, the City will prioritize the following eligible project types for funding that align with the Key to Home 2025 system priorities:

Priority Level	Focus Area	Comments
High	<ul style="list-style-type: none"><li>Adult Residential Emergency Shelter with 24-hour operations (New Projects)</li><li>Street Outreach (Existing Projects)</li></ul>	<u>Goal:</u> To reduce the number of individuals sleeping in public spaces and increase access to housing-focused services.
Medium	<ul style="list-style-type: none"><li>Diversion</li><li>Rapid Re-Housing</li></ul>	<u>Goal:</u> Scale the Diversion model system-wide to reduce inflow into literal homelessness. <u>Goal:</u> To help individuals and families quickly exit homelessness and achieve housing stability through time-limited rental assistance and supportive services tailored to their needs.
Low	<ul style="list-style-type: none"><li>Prevention</li><li>All other Supportive Services</li></ul>	<u>Goal:</u> To help individuals and families quickly exit homelessness and achieve housing stability through time-limited rental assistance and supportive services tailored to their needs.

This RFP describes the projects, scope of services, organization selection process, and all the information that must be included in the proposal. Failure to submit information per the RFP's requirements and procedures may lead to disqualification. This solicitation can also be found online at:

<https://www.okc.gov/departments/planning/programs/homelessness/continuum-of-care>.

All submissions must be made electronically.

## ESG Background

The **Emergency Solutions Grants (ESG) Program**, authorized under the McKinney-Vento Homeless Assistance Act and governed by **24 CFR Part 576**, provides funding to assist individuals and families in regaining housing stability after experiencing homelessness or a housing crisis.

### Eligible Activities (§ 576.101–576.107)

- Street Outreach
- Emergency Shelter
- Rapid Re-Housing
- Homelessness Prevention

### Subrecipient Requirements

- Must comply with **24 CFR Part 576**.
- Participate in the local **Continuum of Care (CoC)** and **Coordinated Entry** (as applicable.)
- Use **HMIS** for data collection and reporting (§ 576.107).
- Demonstrate capacity to deliver eligible services and meet performance outcomes.

## RFP Schedule

Release Date	Wednesday, July 9, 2025
Technical Assistance Session	Tuesday, July 15, 2025 – 2 PM
Written Question Due By	Tuesday, July 22, 2025 – 5 PM
Due Date/Time for Proposals	Wednesday, August 6, 2025 – 8 PM
Selection and Notification	Week of August 11-15, 2025
Target date for returned, agency executed contracts	Friday, August 22, 2025
Target date for City Council approval	Tuesday, September 9, 2025

## Proposal Submission

**Instructions for Submission of Full Proposal:** Applicants must submit all application materials electronically, including all attachments. *Proposals not received by the response submission deadline or those that do not adhere to the submission instructions described herein shall not be accepted or considered by the CITY.*

**ALL PROPOSALS MUST BE SUBMITTED VIA THE FOUNDANT PLATFORM. TO ACCESS THE FOUNDANT PLATFORM, CONTACT ERIKA WARREN AT [Erika.warren@okc.gov](mailto:Erika.warren@okc.gov) AND CC JEROD SHADID AT [jerod.shadid@okc.gov](mailto:jerod.shadid@okc.gov).**

- The evaluation committee may consider any other relevant criteria and is free to make any recommendations it determines are in the best interest of the ESG Program.
- To be considered a complete proposal, the response should include the specified content and sequence of information described in this RFP.
- The CITY reserves the sole right to select the most qualified agencies based on its determination of overall cost effectiveness and impact, which is most advantageous to the CITY. Multiple awards will be made.
- Following its initial reviews and preliminary funding determinations, the CITY will provide written notice to each applicant of its application status. CITY will notify all applicants of the status of their proposal. The City reserves the right to reject an application entirely, provide partial funding, seek further clarifications from applicants, or negotiate alternative award terms.

- The City reserves the right to request additional project-related information at any point during the proposal review process and may initiate budget negotiations as needed. Applicants with successful proposals will be required to submit further documentation prior to contract award.

### Instructions for Submitting Written Questions

Please submit all questions, in writing, by 5:00 PM Central Standard Time on Tuesday, July 22<sup>nd</sup>, 2025 to [jerod.shadid@okc.gov](mailto:jerod.shadid@okc.gov) and cc [sharon.leveston-sharpe@okc.gov](mailto:sharon.leveston-sharpe@okc.gov).

Please contact Jerod Shadid at (405) 297-3608 or [jerod.shadid@okc.gov](mailto:jerod.shadid@okc.gov) or Sharon Leveston-Sharpe at (405) 297-1712 or [sharon.leveston-sharpe@okc.gov](mailto:sharon.leveston-sharpe@okc.gov) for any questions you may have regarding this solicitation.

### Technical Assistance

A technical assistance/question-and-answer meeting will be held on **July 15<sup>th</sup>, 2025 at 2 PM via Microsoft Teams**. Attendance is required for all applicants. Use the link below to join the meeting.

[Join the meeting now](#)

### General Terms and Conditions

**Incurred Expenses:** The applicant is entirely responsible for developing the proposals, and the CITY will not charge or reimburse the applicant for these costs.

**Public Records:** All proposals submitted in response to this RFP become the property of the CITY and, according to applicable law, may become public records, subjecting the proposal to public review.

**Contact with CITY Staff:** Unless otherwise authorized herein, applicants who are considering submitting a proposal in response to the RFP, or who submit a proposal in response to this RFP, are prohibited from communicating with CITY staff regarding this RFP from the date this RFP is issued until one or more contracts are awarded.

For the purpose of clarity, potential applicants may submit clarifying questions to the appropriate CITY staff. In responding to any such questions, the CITY will generally provide summaries of the questions and a specific response to all agencies that, to the knowledge of the CITY, have expressed an interest in the RFP. Further, nothing in this provision is intended to prohibit ongoing contact between an applicant and CITY staff in the normal course of any current contracts between the City and a given agency.

**Revisions to the RFP:** The CITY reserves the right to revise the RFP before the date proposals are due. Notifications of all revisions to the RFP shall be posted on the CITY's website. The CITY also reserves the right to extend the date by which proposals are due. Additionally, the CITY reserves the right not to make any awards under this RFP or issue additional RFPs for the same or similar purposes.

**Additional Information:** The CITY reserves the right to request further information and/or clarification or to waive any irregularity or informality in any or all responses to this RFP.

**Disqualification:** Failure to comply with the requirements of this RFP may result in disqualification. Incomplete proposals may be considered non-responsive and rejected.

**Payment for Services:** The CITY will provide ESG funds on a reimbursement basis only pursuant to HUD and CITY requirements and the terms of the agreement between the CITY and any agency receiving funding.

### Eligible Applicants

Applicants must be private nonprofit (registered 501c3) organizations or government entities, demonstrate sufficient experience for the proposed activity or project, and have the current capacity to administer and carry out the project. Items listed as “Attachments” must also be submitted for an application to be considered.

## Contract Term and Conditions

**Contract Term:** Retroactive to July 1, 2025 – June 30, 2026

## Scope of Work

The City, through the ESG program, seeks to fund eligible activities that align with the Key to Home 2025 system priorities. Applicants may propose one or more of the following service components:

### 1. Street Outreach (§ 576.101)

**Purpose:** To engage unsheltered individuals and families and connect them with emergency shelter, housing, or critical services.

**Eligible Services:**

- Engagement
- Case management
- Emergency health services
- Emergency mental health services
- Transportation
- Services for special populations (e.g., victims of domestic violence, youth, veterans)

*All outreach efforts must be coordinated with and adhere to the Key to Home Coordinated Outreach Strategy.*

### 2. Emergency Shelter (§ 576.102)

**Purpose:** To provide temporary shelter and essential services to homeless individuals and families.

**Eligible Services:**

- Essential services (e.g., case management, childcare, education, employment assistance, life skills training, legal services)
- Shelter operations (e.g., maintenance, rent, utilities, security)

*Residential Shelter will be prioritized.*

### 3. Homelessness Prevention (§ 576.103)

**Purpose:** To prevent individuals and families from becoming homeless.

**Eligible Services:**

- Housing relocation and stabilization services (e.g., housing search, mediation, legal services, credit repair)
- Short- and medium-term rental assistance
- Utility deposits and payments
- Moving costs

*Homeless Diversion services will be prioritized.*

### 4. Rapid Re-Housing (§ 576.104)

**Purpose:** To help individuals and families quickly move into permanent housing and achieve stability.

**Eligible Services:**

- Housing relocation and stabilization services (same as above)
- Short- and medium-term rental assistance
- Security deposits and last month's rent
- Utility deposits and payments
- Moving costs

## Evaluation and Selection

The CITY/Key to Home intends to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. This included making recommendations to the Allocation Committee and ensuring project adherence to the CoC policies and priorities.

**Allocation Committee:**

The CITY/Key to Home will utilize the Allocation Committee of the CoC Board of Directors as the Selection Committee to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Selection Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any Respondent (or representative of any Respondent) to contact or influence any member of the Selection Committee may disqualify the Respondent.

**Evaluation Criteria:**

Proposals meeting the minimum submission requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Selection Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighed according to their relative importance.

The City/Key to Home will select a Respondent following the following procedures:

1. The Selection Committee will first evaluate and rank the responsiveness of the RFP responses against the criteria listed below and provide an assessment of that score.
2. A Respondent may receive the maximum percentage, a portion of the percentage, or no percentage at all, depending upon the merit of its response, as judged by the Selection Committee using the scoring criteria outlined in the Program Evaluation/Scoring Rubric.
3. During the review of any proposal, the Selection Committee may:
  - a. Conduct reference checks relevant to the proposal with any or all the references cited in the Proposal to verify all information and rely on or consider all relevant information from such cited references in evaluating the proposal.
  - b. Seek clarification of a Proposal from any or all Respondents and consider such supplementary information when evaluating Proposals.
  - c. Request interviews/presentations with any, some, or all Respondents or Team Members to clarify any questions or considerations based on the information included in Proposals during the evaluation process, and consider any supplementary information obtained from interviews/presentations as part of the evaluation.
  - d. Review prior contract compliance, data quality, and the achievement of outcomes. Applicants whose contracts were terminated in the prior 12 months may be excluded from consideration.
4. Review of substantiated grievances in the prior 24 months.

## Threshold Criteria

- **Eligibility of Applicant:** Applicant must be a nonprofit organization or unit of local government eligible under HUD ESG regulations.
- **Eligible Activities:** Proposed activities must be eligible under ESG regulations (e.g., shelter operations, RRH, outreach, or supportive services).
- **HMIS Participation:** Applicants must use HMIS or a comparable database (for Victim Service Providers only) for data collection and reporting.
- **Match Requirement:** Applicant must demonstrate the ability to meet the ESG match requirement (100% match).
- **Grant Spend-Down Performance:** Applicant must demonstrate timely and effective use of prior ESG or similar grant funds. This includes meeting drawdown benchmarks, avoiding significant underspending, and complying with HUD expenditure deadlines.
- **Timely Submission:** Application must be submitted by the deadline and include all required documentation.
- **Compliance History:** Applicant must not be debarred or suspended and must be in good standing with HUD and local CoC.

## Evaluation Criteria

(Below is a summary. See application for full details on Evaluation Criteria)

Evaluation Category	Criteria Description	Points Available	
Applicant Experience	Length and relevance of experience implementing the proposed project or similar activities. • Including adequacy of staffing plan and organizational infrastructure to support program implementation and experience with federal grants.	15	
Program Design	Quality and clarity of the proposed program in delivering services aligned with CoC core practices (e.g., CES participation, Progressive Engagement, housing-focused solutions, etc.). • Aligned with established Key to Home program models and key priorities.	15	
Data	Process for ensuring data quality and use of data in improving program performance.	10	
Cost Efficiency	Reasonableness of budget, cost per household served, and evaluation of current spending if operating existing grants.	10	
Lived Experience Participation	Involvement of individuals with lived experience in decision making.	5	
Total Points Available		55	
POINTS FOR PRIORITIZED PROJECT TYPE			
RESIDENTIAL SHELTER - OUTREACH		10	
DIVERSION – RAPID RE-HOUSING		6	
PREVENTION		0	
TOTAL SCORE			

