



City of Berkeley

JOINT REQUEST FOR PROPOSALS (RFP) UNDER THE FOLLOWING PROGRAMS:

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) • GENERAL FUND (GF)
 COMMUNITY SERVICES BLOCK GRANT (CSBG) • EMERGENCY SOLUTIONS GRANT (ESG)
 CITY OF BERKELEY MEASURE E (MEASURE E)

This RFP covers a two-year period (July 1, 2017 through June 30, 2019)
 for all housing services and social services proposals.

SCHEDULE FOR ALLOCATION PROCESS

10/19/16	Public Hearing on community needs with participation by representatives of Review Commissions	3/10/17	Draft Annual Action Plan available for 30 day public review period
Tuesday, 11/29/16	Request For Proposals issued	4/25/17	City Council holds public hearing on Annual Action Plan and proposed funding allocations to agencies CDBG/ESG Annual Action Plan (City Council Chambers, 7:00 p.m.)
12/1/16	Workshop for all agencies submitting proposals 1-3 p.m. Berkeley Main Library, Community Meeting Room	5/2/17	Presentation of City Manager's Proposed FY 2018 & FY 2019 Budget (Workshop to begin at 5:00 p.m.) City Council Public Hearing #1 (7 p.m.)
Thursday 1/5/17	Proposals Due - 5:00 p.m.	5/2/17	Deadline for City Council to adopt funding allocations for CDBG and ESG only and approves submittal of Annual Action Plan to HUD
January and February 2017	Review Commissions discuss applications.	5/16/17	City Council Public Hearings #2 FY 2018 & FY 2019 Budget Proposals
3/1/17	Deadline for All Review Commissions to finalize recommendations	6/13/17	Council Discussion on Budget Recommendation
		6/27/17	City Council Budget Adoption , including General Fund allocation amounts

MEETING DATES/TIMES – Commissions may have to hold additional meetings or revise the above schedule. Check the City's website <http://www.ci.berkeley.ca.us/commissions/> for more details on Commission schedules and Council meeting dates/times.

All dates are subject to change.

- **RFP BACKGROUND & AVAILABLE AMOUNTS**

The City of Berkeley has combined a variety of funding sources into a coordinated allocation process and is soliciting proposals for funding under the programs listed below. Approximate amounts available for the coming fiscal year under each source are as follows:

- Federal Community Development Block Grant Program (CDBG) \$1.2 million
- Community Services Block Grant (CSBG) \$160,000
- City of Berkeley Measure E Funds For Emergency Services for People with Severe Physical Disabilities (\$1.1 million)
- General Funds (GF) (see below)

The FY2017 (July 1, 2016 – June 30, 2017) adopted budget allocation from the City's General Fund for community agency contracts was just over \$5.3 million. The General Fund allocation amounts for Fiscal Year 2018 and Fiscal Year 2019 have yet to be determined.

The City will enter into a two-year allocation for all housing services and social services proposals that Council funds whether the funding source is CDBG, CSBG, General Fund, or Measure E. However, funds are not guaranteed for the second year and will be reassessed based on their availability and other factors such as contract performance.

The City allocation of funds for proposals received under the joint RFP will take into consideration funding requirements and local plans and priorities. Federal legislation requires that each city applying for funds submit to HUD a Consolidated Plan, which the City of Berkeley does every five years. The Consolidated Plan is augmented by annual updates (Annual Action Plans) that include program priorities, proposed activities to be funded with CDBG, and how federal funds will be coordinated with local funds and programs to achieve the goals contained in the Consolidated Plan.

- **PUBLIC PARTICIPATION**

Public meetings and hearings are a crucial component of the allocation process and provide citizens with a direct mechanism to participate and to express their views. The Commissions reviewing the proposals are citizen bodies authorized by the City Council to hold public hearings, review proposals, and make funding recommendations to Council. (See schedule on front page for dates of important meetings). City Council makes final funding decisions of eligible proposals after it has considered public input as well as funding recommendations from the City Manager and the reviewing commissions.

- **COMMISSION MEETINGS**

Four City of Berkeley Commissions review proposals solicited under this RFP Process. The commissions may hold additional meetings to review proposals in more detail but the dates have not yet been established. Please refer to the City's website for more information about commission schedules: <http://www.ci.berkeley.ca.us/commissions>

The Housing Advisory Commission (HAC) reviews proposals related to housing services, public facilities improvements, and some social services. Its meetings are held on first Thursday of each month at 7:00 p.m. Location TBD.

The Human Welfare and Community Action Commission (HWCAC) reviews anti-poverty program services, except for those in the homeless services, youth, and recreation categories. Meetings are held on the third Wednesday of every other month at 7:00 p.m. Location TBD.

The Homeless Commission reviews all homeless assistance proposals. Meetings are held the second Wednesday of each month at 7:00 p.m. at the North Berkeley Senior Center (1901 Hearst Street).

The Children, Youth & Recreation Commission, reviews proposals that are related to childcare, youth and recreation services. Meetings are generally held the fourth Monday of each month at 7:00 p.m. at Frances Albrier Community Center at San Pablo Park (2800 Park Street).

Check the City's Commission webpage for more information about any of the review Commissions: <http://www.ci.berkeley.ca.us/commissions>

- **ELIGIBLE ACTIVITIES (by Funding Source)**

CDBG Program - The CDBG Program is a federal program that has been in effect since 1975. The primary objective of the CDBG Program is the development of viable urban communities, by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income. At least 70% of the total CDBG funds must be used for activities that benefit low- and moderate-income persons; at least 51% of the beneficiaries of individual activities must be low- and moderate-income persons. Eligible CDBG activities are defined by federal program regulations. Eligible uses of CDBG funds that will be considered under this RFP include:

- Volunteer led rehabilitation of public facilities;
- Rehabilitation of residential structures;
- Projects to assist mobility of elderly or disabled persons; and
- Social services, including Fair Housing services.

In order for a project activity to be eligible for CDBG funding, it must meet one of the following three national objectives:

- principally benefits low/moderate income persons (80% of area median income or below); or
- aids in the prevention or elimination of slums and blight; or
- meets community needs having a particular urgency.

CSBG Program - The CSBG Program is the remnant of the War on Poverty which provided funding for community based organizations to provide services to the poor. This program funds community agencies to provide social services to people living in poverty in Berkeley. All clients must meet federal poverty guidelines. Agencies selected to receive CSBG funds need strong administrative capability, as there are complex reporting requirements.

City of Berkeley MEASURE E – City of Berkeley Measure E supports the provision of emergency services to Berkeley residents who have severe physical disabilities.

General Fund – *City of Berkeley General Funds are allocated to provide social services to Berkeley residents, with an emphasis on providing services to low-income clients. Eligibility requirements are broad, except for targeted initiatives (see below), and include services for children, youth, seniors, disabled, unemployed, and homeless people. Services cover a wide variety of areas, including education, childcare, nutrition, shelter, and medical care. Clients served may earn up to 80% of Area Median Income but priority will be given to those agencies serving clients at the federal poverty level or below.*

Eligibility under the General Fund category is flexible but must meet important City priorities. Last year about 55 agencies were funded to provide services, such as health care, youth recreation, child care, legal assistance in family violence cases. Agencies wishing to apply for programs that serve homeless people must apply under the homeless category of funding and agree to take referrals exclusively from the City's Coordinated Entry System (Hub).

Proposals in the following categories are particularly encouraged:

A. 2020 Vision Initiative for Berkeley's Children and Youth

The City's 2020 Vision Plan seeks to eliminate the racial predictability of academic outcomes among the children and youth in Berkeley public Schools. Drawing on national research and best practices, 2020 Vision aims to reduce the achievement gap in the following key measurable indicators of academic achievement among Berkeley students:

- Kindergarten readiness;
- Reading proficiency by 3rd grade;
- Student attendance;
- Successful completion of Algebra by 9th grade;
- College and career readiness and success;
- Disproportionality in suspensions and police contacts; and
- Student engagement.

Proposals that impact the 2020 Vision indicators are encouraged. Program categories are divided into four areas:

1. Early Care & Education Programs and Services

Programs focused on activities that increase Kindergarten Readiness by meeting the social-emotional and cognitive needs of infants and children from low-income Berkeley families. Priority areas include:

- Childcare subsidies or tuition assistance for low-income Berkeley families.
- Quality Rating and Improvement Services (QRIS)-related services, including assessment and coaching for City-funded and other childcare providers that do not already receive QRIS support from other sources.
- Support for family outreach and engagement to supports parents and guardians in making the best early care decisions based on personal and cultural priorities and information on high quality early learning opportunities.

2. Out-of-School Time Programs

Programs for students in transitional kindergarten through the eighth grade focused on improving equity in student academic outcomes through extended day, enrichment, tutoring, or other academic support for Berkeley public school students. Priority areas include programs focused on the following areas:

- Increasing literacy and math skills and achievement.
- Improving school attendance and resiliency through skill-building and youth leadership activities.

3. Behavioral Health Programs and Services

Programs and services that provide vital behavioral health services to support the success and increase the social-emotional well-being of Berkeley children and youth. Priority areas include:

- School-based services integrated into Berkeley Unified School District's Response to Intervention (RTI) and *Positive Behavioral Intervention and Support* (PBIS) strategies and social-emotional development curricula.
- Other research-based strategies to address youth at risk of academic underperformance and/or school suspensions and/or police contact. These services

may include training for youth or education service providers in research-based activities such as mindfulness and trauma-informed care.

4. College-Career Readiness and Success Programs

Improve equity in college-career outcomes through academic interventions, vocational training, internships or other college transition supports for Berkeley students and transitional-aged youth. Programs provide supports such as:

- College readiness and success through academic intervention, college-planning information, and other research-based supports such as parent education, application workshops, tutorials, and mentorships.
- Career training that incorporates planning, information, skill building, and mentorships and/or career technical education (CTE) offerings.
- Improving school attendance, resiliency and self-efficacy through skill-building and youth leadership activities.

B. Fair Housing Activities

The City is seeking proposals from agencies to provide fair housing services to Berkeley residents. The goals for this program are: 1) increased knowledge of fair housing laws and regulations by tenants, property owners, realtors and lending institutions; and 2) clients rights are protected, restored or acquired. Activities must include: outreach events, training workshops, fair housing counseling, complaint investigations, fair housing audits/testing, and mediations. In the past approximately \$35,000 in CDBG funding has been allocated to fair housing services.

C. Homeless Programs

In June 2015, Berkeley's City Council adopted a FY16-17 budget that included a new Homeless Coordinated Entry System (CES). Over the past 1 ½ years, the City has worked with the CES and homeless services agencies to implement and refine the new system. This RFP continues to align City homeless services funds to serve people in Berkeley who are living on the streets or other places not meant for human habitation, in shelter or in transitional housing with a priority on serving unsheltered people with longer lengths of homelessness and multiple barriers. It requires agencies who are awarded homeless services funds in the areas of shelter, transitional housing, and service slots (SSI, S+C, Rep Payee, etc.) to exclusively accept referrals from the CES or City of Berkeley.

See the RFP instructions for a full definition. One exception would be agencies that provide case management services to homeless clients in permanent supportive housing programs (Shelter Plus Care).

Agencies must apply for funds under one, or more, of the following categories:

1. Coordinated Entry System

The CES serves as the single point of entry into the housing and services offered by the homeless system. All literally homeless people, including Transition Age Youth and victims of domestic violence, will enter the homeless system via the CES. Literally homeless TAY and victims of domestic violence can be assisted with their housing search via the CES. They may also be directed to other services to address other specific needs not related to housing search assistance.

The successful applicant must participate in future Continuum of Care meetings regarding all aspects of Coordinated Assessment in Alameda County, share performance data with the City of Berkeley and Everyone Home, and participate in any

technical assistance and evaluation efforts by the City of Berkeley or Everyone Home.

While the CES will be a physical location, it will also be accessible via phone and through street outreach efforts.

CES services will include:

- 1. Real-time screening and intakes in HMIS via phone, in person, and in the field (mobile intakes);*
- 2. Initial intake (via HMIS), triage, assessment, prioritization and matching with best-fit housing resources, whether it is an emergency shelter bed reservation; a referral to transitional, permanent supportive housing (HomeStretch referrals), or rapid re-housing; and/or other services;*
- 3. A shelter diversion program to help non-literally homeless clients remain in their housing or move directly to alternative housing through mediation, problem solving and small amounts of flexible funding;*
- 4. Landlord outreach/recruitment to cultivate connections with potential housing opportunities and build system wide capacity to offer homeless people specific, real-time housing options;*
- 5. Weekly Housing Workshops that provide strategies to find available units, repair credit and assist participants in submitting available applications;*
- 6. Housing Navigation services and other supports to help high-barrier clients secure and sustain housing;*
- 7. Operation of a shelter bed reservation system through which clients can call in twice daily for shelter access and in which those with the most acute needs are prioritized;*
- 8. Operation of a Rapid Re-Housing program providing both time limited rental assistance and housing location and stabilization services.*
- 9. Targeted outreach to individuals who have been frequent users of crisis and emergency services, or whose behavior has generated numerous community complaints to the Berkeley Police Department or Mobile Crisis Team or who are known to be living on the streets of Berkeley. Individuals will be screened and assessed by staff and referred to appropriate referrals.*

2. Emergency Shelter

City of Berkeley funded beds will be reserved through the CES. City funds will be used for shelter operations, safety, meeting the basic needs of shelter residents and coordination with Hub Housing Navigators to support the client's housing plan. Shelters must accept only those people who have reserved beds through the CES. Providers should expect that many of these will be people who have been assessed as having the most acute needs. Since housing supports, search and placement are located at the HCRC, case management services located at shelters are not eligible for funding.

3. Transitional Housing

City funds can continue to be used for services or operating costs. Agencies must accept referrals only from the CES, as long as they also meet other existing funder criteria.

4. Case Management Tied to Permanent Housing

City funds will be used for existing case management services provided to clients in permanent housing (such as Shelter Plus Care, Permanent Supportive Housing units) at a case manager to client ratio commensurate with client need. Agencies may also

apply to increase case management capacity to serve additional clients in permanent housing. For any new clients, agencies must accept referrals only from the City of Berkeley, which will coordinate HomeStretch referrals to City of Berkeley Shelter Plus Care subsidies.

5. Basic Needs Services

The City of Berkeley will fund agencies to provide meals and showers for homeless residents.

6. Other Services

Other services include alcohol and other drug treatment, SSI benefits advocacy, domestic violence services, payee services, peer group meetings, drop-in services, workforce development services and other services as defined by the applicant.

- D. **City of Berkeley MEASURE E Emergency Services** – *The City is seeking proposals to support the provision of emergency services to Berkeley residents who have severe physical disabilities. Activities must include emergency dispatch, attendant and transportation services (24 hours a day/365 days a year) with accompanying equipment repair (daily) and case management services(minimum weekdays). Successful applications shall also include an annual independent fiscal and program audit.*

E. **Volunteer Stipend Program**

The Human Welfare and Community Action Commission is requesting bids to create and manage a “Volunteer Stipend Program”. The program would give “extremely low” income Berkeley citizens who currently pay 50% or more of their income on rent and do not receive a rental subsidy (“participants”), the opportunity to earn vouchers by volunteering with participating Berkeley non-profits and community service groups (“service organizations”). Vouchers would be earned based on the number of hours the participant spends volunteering and would then then used to purchase goods and services from Berkeley merchants (“vendors”), excluding tobacco or alcohol products. The goal the program is to provide an additional way for people to supplement their incomes by providing valuable services to the community.

Program management responsibilities include but are not limited to the following:

- Develop and manage a sign up process for participants.
- Solicit and manage relationships with Berkeley Business Associations, The Berkeley Chamber of Commerce, and local vendors to build out a well-rounded set of products that could be purchased with the vouchers, including possible subsidies that may be used for housing.
- Work with Berkeley Non-Profits and Community Services like the Berkeley Animal Shelter and Berkeley Senior Centers to design and manage a mechanism to calculate the number of hours volunteered by participants and to issue vouchers to participants.
- Maintain records of all transactions.
- Help participants find appropriate service opportunities, especially if a participant does not have a preference or their preference is unavailable.
- Provide promotion of the program to all audiences.
- Provide support to vendors, participants, and service organization.

- **FEDERAL, STATE and LOCAL REQUIREMENTS**

Successful applicants for funding will be required to adhere to federal, state and local laws and regulations upon entering into a contract with the City of Berkeley.

- **EVALUATION CRITERIA**

Agencies and proposed projects will be evaluated on how well the project meets a priority community need and in the below four areas:

- 1) Organizational Capacity,
- 2) Program Design,
- 3) Past Performance, and
- 4) Program Budget.

APPLYING FOR FUNDS

Any community group or City/government agency that has a project that falls within eligible guidelines may apply for funding. However, to receive funding, a community agency must be a not-for-profit corporation. The City reserves the right to determine which funding source will be used to fund certain activities. The City further reserves the right to negotiate the populations to be served and the manner in which they are to be served. Neighborhood groups or newly organized programs are especially encouraged to contact City staff or experienced non-profit agencies to propose projects that address the City's needs. Applicants funded in the past should not assume they will be automatically funded at any level. In order to better decide between competing funding requests, applicants will have to include projected quantifiable outcomes of their proposed activity.

All agencies submitting social services and housing services proposals should plan on attending the Workshop:

***Community and Housing Services Workshop for all agencies submitting proposals
December 1, 2016,
1-3 p.m., Berkeley Main Library, Community Meeting Room, 3rd Floor***

Applications for FY2018-2019 under this RFP must be submitted via an online, web-based process.

If your agency does not currently receive City funding, to submit an application, go to www.citydataservices.net, and log in with the following User ID and Password:

User ID - BerCa2018

Password - BerCa2018 (Case Sensitive)

Once you log in, you will see a short form that collects some basic information. Complete and submit the form to obtain a unique User ID and Password that you will use to submit your application.

If you are a current user of the City's online reporting system, to submit an application, go to www.citydataservices.net and log on using your existing User ID and Password. You will have an "Apply for 2018-19" link on your main page. Use this link to begin the submission of your application.

For technical issues with submitting data via City Data Services, please contact them via the “Help with this page” button on their website.

***All applications must be submitted via the online application system no later than 5 p.m.
Thursday, January 5, 2017.***

**THE ONLINE APPLICATION SYSTEM WILL NOT ACCEPT LATE OR SUBSTANTIALLY
INCOMPLETE APPLICATIONS.**

- **FOR FURTHER INFORMATION & ASSISTANCE**

If you have any questions, require assistance in submitting the application, or need a disability-related accommodation, please contact Jennifer Vasquez, Community Services Coordinator, Housing and Community Services Division, Health, Housing & Community Services Department by E-mail: jvasquez@cityofberkeley.info.