



**NOTICE OF REQUEST FOR PROJECT CONCEPTS
AND FUNDING AVAILABILITY
for
LOW BARRIER SHELTER BEDS**

Submit:

Original with wet ink signatures and one copy to:
City of Stockton Economic Development Department
400 E. Main Street, 4th Floor, Stockton, CA 95202

AND

Email a PDF of response and all attachments to:
ana.lozano@stocktonca.gov

Deadline for Submission of Project Concepts:
Monday, April 18, 2022, at NOON (12:00pm).

Proposals turned in after the deadline (regardless of postmark date) and incomplete applications
WILL NOT BE ACCEPTED.

For information, please visit:
www.stocktonca.gov/housing, or
call (209) 937-8539

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1. Statement of Need

The City of Stockton (the City) is soliciting proposals to create additional low barrier shelter beds for unsheltered homeless persons. The City has been offered the opportunity to submit a grant request to the County of San Joaquin. This packet includes the application form to request financial assistance for this type of project. All proposals must utilize this application to be considered for funding.

This NOFA is intended to support Goal 2: Increase Access and Reduce Barriers to Homeless Crisis Response Services, with a focus on:

- increasing congregate and non-congregate sheltering opportunities;
- reducing the number of unsheltered individuals and households, and;
- decreasing the number of households that return to homelessness.

The City embraces a low barrier, housing-first approach to addressing homelessness. Shelter programs are intended to meet the basic physiological and safety needs of all persons, including personal and emotional safety, and assurance that entry to the shelter will not require separation from pets, partners, and possessions, within the guidance of reasonable accommodations.

The City values its partnerships with the community and encourages applications that promote and strengthen linkages, coordination, and collaboration across public and private service providers in developing models for low barrier, housing first, oriented emergency shelters.

This NOFA requests project concepts to secure site acquisition and project development funds. Separately the applicant may want to consider long range opportunities for ongoing operational support. Accordingly, applicants may want to review the US Department of Housing and Urban Development (HUD) guidelines on Emergency Sheltering.

The financing will primarily be provided with capital funding from the County of San Joaquin. Although exact funding may vary, a **minimum of \$6,500,000** has been identified as potential funding. Qualified projects, vetted and approved by the Stockton City Council, will be presented to the San Joaquin County Board of Supervisors for consideration.

Other funding to support operating costs will become available at a later date. Funding for operating costs may be available from sources such as the American Rescue Plan Act, the Department of Housing and Urban Development (HUD), the State of California Homeless Coordinating and Financing Council, and other state and federal funding sources. Applicants are strongly encouraged to review the criteria for shelter operations funds under these major funding streams in the development of their program concept.

2. Process and Timeline for Submission

2.1 Process:

On December 14, 2021, the City Council directed a NOFA to be issued soliciting concept proposals for shelter bed expansion. The City's NOFA is in response to the County of San Joaquin suggesting that approximately \$6.5 million in a capital infrastructure grant may be available to support the construction and implementation of homeless shelter bed expansion.

The City of Stockton, is pursuing funding through the County of San Joaquin and anticipates the following as the process:

- 1) Funding to expand shelter bed capacity within the City of Stockton may be made available through County directed funds.
- 2) The City of Stockton will identify project concepts that are deemed suitable to the City. Pre-approval of the project concept is not a guarantee of final project approval. Applicants will still be required to submit building plans, complete design review, obtain building permits, and complete all inspections under local and state building codes.
- 3) Applicants are requested to submit project concepts to the City's Economic Development Department for consideration. Relevant documentation pertaining to acquisition or site control are required. It is the responsibility of the project applicant to ensure that a proposed project location meets the allowable uses for the local zoning designation.
- 4) Following review, the Economic Development Department will hold interviews with qualifying project applicants. Selected projects will be presented to the City Council for consideration and *conditional* approval.
- 5) Applicants may be asked to submit a detailed cost proposal.
- 6) The project(s) conditionally approved by the City Council will be incorporated into a funding request from the City to the County for capital funding to create low barrier homeless shelter beds within the City of Stockton.
- 7) Final approval of project concept is conditional upon the review by San Joaquin County Board of Supervisors. Any proposed construction, grading, rehabilitation, or site modifications will further require plan review and permitting through the City of Stockton's Community Development Department.

2.2 Timeline:

NOFA Release Date	March 8, 2022
Due Date for Questions and Clarifications	March 21, 2022 at 5:00 pm
Due Date for Response to Questions/Clarifications	March 24, 2022 Responses will be posted at 4:00 pm
NOFA Due Date & Time	April 18, 2022 at Noon (12:00 pm)
City Interviews	April 20 – 27, 2022
Presentation of Selected Concepts to City Council	May 10, 2022
Submission to San Joaquin County Board of Supervisors	May 24, 2022

2.3 Submission:

NOFA Submittal: Delivery Address and Electronic Mail	Attn: Lana Lozano, Program Manager Economic Development Department 400 E. Main Street, 4 th Floor Stockton, CA 9202 ana.lozano@stocktonca.gov
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To be considered for funding, all sections of this application, including attachments and exhibits, must be complete and accurate. Deliver one original and one copy of the proposal to the Economic Development Department by the stated due date. E-mail an electronic copy (PDF preferred) of all submission documents to ana.lozano@stocktonca.gov.

No incomplete applications will be accepted. Process and timeline can be adjusted at any time at the discretion of the Director.

3. Eligible Activities

The intent of this NOFA is to collect reasonable and realistic project concepts that will result in an expansion of shelter beds to provide emergency sheltering and navigation services for homeless individuals and families. Projects must meet low barrier shelter standards, and operate with a core, *housing first* approach of connecting people to permanent housing as quickly as possible.

Final approval of the project budget is at the discretion of the County of San Joaquin.

Requested funds may be used for the acquisition, rehabilitation, and/or new construction of low barrier shelter beds.

3.1 Eligible Shelter Types

Capital funds are available for the development of new low barrier shelter beds intended for interim, emergency housing, providing a rapid transition to a more permanent housing solution.

Interim Shelter Types

- Congregate shelters
- Clinically enhanced congregate shelters
- Non-congregate shelters
- Low barrier navigation centers

In developing a project concept, applicants are advised to familiarize themselves with state and federal funding. Future funding for shelter operations will be dependent on allowable expenditures of state and federal funds which may limit funds to certain types of shelters.

3.2 Definitions

1. Emergency Shelter: *§576.2 of Title 24 of the Code of Federal Regulations*

"Emergency shelter means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

2. Homeless, Homeless Individual, Homeless Person: *§11302 of Title 42 of the Code of Federal Regulations*

“Homeless”, “homeless individual”, and “homeless person” means:

- (1) an individual or family who lacks a fixed, regular, and adequate nighttime residence;
- (2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (3) an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing);
- (4) an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
- (5) an individual or family who will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others.

3. Housing First: *CA Welfare and Institutions Code §8255*

“Housing First” means the evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Housing First providers offer services as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.

4. Interim Housing: https://www.hud.gov/sites/dfiles/CPD/documents/Model-Transitions-Document_FINAL.pdf

“Interim Housing” means any program whose primary purpose is to provide a temporary shelter for people experiencing homelessness in general or for specific populations, and which does not require occupants to sign leases or occupancy agreements.

a. Non-congregate shelter (NCS) is a type of interim housing recommended under public health guidance to provide places for people to stay during the COVID-19 crisis. NCS provides individual rooms or spaces, such as motel rooms or trailers, where guests have private baths and do not share communal eating space. These include Isolation and Quarantine (I/Q) spaces for those infected with or exposed to COVID-19, as well as non-congregate spaces for persons at risk of severe health impacts should they become infected with the virus to shelter safely shelter in place. It also may include other temporary accommodations such as safe parking, which provide immediate, safe alternatives to the outdoors, designed in coordination with the local public health department.

b. Other interim housing programs can include congregate shelter, bridge housing, temporary scattered-site arrangements, and transitional housing programs, among others.

5. Low Barrier Navigation Center: *CA Government Code §65660*

“Low Barrier Navigation Center” means a Housing First, low barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.

6. Low Barrier: *CA Government Code §65660*

“Low Barrier” means best practices to reduce barriers to entry, and may include, but is not limited to, the following:

- (1) The presence of partners if it is not a population-specific site, such as for survivors of domestic violence or sexual assault, women, or youth.
- (2) Pets.
- (3) The storage of possessions.
- (4) Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms.

3.3 Eligible Project Costs

Project costs are limited to costs associated with capital expenses for the acquisition, construction, and build out of a facility for new shelter beds within the City of Stockton.

Allowable costs include:

1. Acquisition Costs – including acquisition of land for a specific project or acquisition of existing structures.
2. Hard Costs – the actual costs of constructing or rehabilitating, including demolition and on-site improvements.
3. Related Soft Costs – including project management, architectural, engineering or related professional services, costs to process financing, project audit costs, costs to complete assessments and impact reports, cost of funding an initial operating deficit reserve, and cost of impact fees.
4. Cost of Fixed / Durable Equipment and Supplies – including furnishings, appliances, and security equipment.

3.4 Required Deadlines

Project must begin (break ground) within **one year** from contract date, or funds may be subject to recapture.

4. Alignment with Practice and Policy Requirements

4.1 Operational Guidance

Applications must explain how the project addresses and/or incorporates the goals and findings of the City's adopted [Community Response to Homelessness](#).

A true low barrier shelter model is grounded in fair and equitable policies that provide the greatest access to residents, while still prioritizing the protection and safety of staff and other residents. – San Joaquin Community Response to Homelessness

Shelter residents provided the following suggestions for making shelters work:

- Eliminate alcohol and drug testing via invasive practices, instead monitoring conditions based on a behavioral standard;
- Allow partners to live together;
- Allow pets;
- Create smaller, or individual, rooms within shelters to allow people to better manage their health and safety;
- Eliminate restrictive curfews and limited mealtime hours; and
- Improve access to self-care services, like showers and hygiene products.

Applications must articulate how the project incorporates the vision and guidelines approved by the Stockton/San Joaquin Continuum of Care for [Shelters that Succeed](#).

Principles of Shelters that Succeed

Any new or expanded shelter should be “low barrier” and align with “Housing First” principles for shelters, meaning a new or expanded shelter should:

- Allow entry and stays for all populations and household types without respect to age or composition, including: singles, families with children, partnered couples, those with pets, and those with limited possessions
- Allow entry and services to individuals regardless of sobriety
- Allow families of all types to stay together, regardless of makeup and ages of children
- Provide access to robust services for shelter residents

Service and Operational Criteria for Shelters that Succeed

Services and characteristics of a new or expanded shelter should include:

- Size large enough to have an impact on unsheltered homelessness and take advantage of economies of scale
- Staff to provide security, both internal and external

- Staff to provide case management, links to services, links to permanent housing
- Staff to provide on-site support services, including counseling, clinical behavioral health services, health care services, and other social services (Social Security, IDs, applications for assistance, etc.)
- Staff to manage the overall operations
- On-site staff or formal agreements with other service providers to provide services such as education, vocational training, and employment
- Integrated coordinated case management and staff to provide case management
- Homeless Management Information System participation and staff to track data
- Ability to move shelter stayers into housing and employment
- Food for shelter residents
- Adequate restroom and shower facilities for residents and the public
- Laundry for shelter residents
- Adequate and ongoing supply of linen, cleaning, toiletry, toilet paper, and office supplies
- Adequate storage for shelter resident possessions
- Adequate storage for staff
- Ability to accommodate pets on-site
- Ability to accommodate multiple household configurations, including households with adult partners, families with children regardless of age and gender, single individuals, etc.
- Ability to accommodate special and vulnerable populations, including seniors, those with disabilities, those with enhanced medical needs (respite care), etc.
- Provide adequate privacy and space for shelter residents
- Not forcing residents to exit and return on a daily basis
- Ability to adequately monitor behavior of shelter stayers and prevent victimization
- Ability and capacity to accept middle-of-the-night entry for those contacted by outreach and law enforcement
- Operation by entity with the capacity and experience to successfully manage and operate an emergency homeless shelter

4.2 Target Population

Any individual or household, residing in Stockton, that is experiencing literal, unsheltered homelessness.

Services are intended to serve a diverse array of individuals, reflective of the population that is experiencing homelessness. Service provision should be mindful of the different experiences, including systemic barriers, that have contributed to ongoing and chronic homelessness. Service providers should have experience working with a wide array of diverse clients and be able to demonstrate how their organization includes staff members and volunteers that are reflective of the clients served.

4.3 Non Discrimination

Applicants must affirm that shelter policies allow for the equal entry of all individuals who meet the criteria for homeless person or family. California’s fair housing laws apply in all shelters, including emergency, overnight, and transitional shelters. The Department of Fair Employment and Housing enforces laws that protect against illegal discrimination and harassment in shelters based on actual or perceived:

- Ancestry, national origin
- Marital status
- Citizenship
- Military and veteran Status
- Disability, mental or physical
- Primary language
- Familial status
- Race, color
- Gender identity, gender
- Religion expression
- Sex, gender
- Genetic information
- Sexual orientation
- Immigration status
- Source of income

Faith-based organizations that receive direct governmental funds should take steps to separate, in time or location, their inherently religious activities from the government-funded services that they offer.

Shelter programs may be designed for a certain population types. Allowable population designations include: single men, single women, youth, families, couples/partners, and survivors of domestic violence.

4.4 Equity

Expansion of low barrier shelter programs in Stockton will be aligned with the values of equity and inclusion embraced by the San Joaquin Continuum of Care. This includes:

- Pursuing racial equity and justice;
- Creating solutions for the full diversity of people experiencing homelessness;
- Seeking and valuing the expertise of people with lived experiences of homelessness;

The City of Stockton and the Continuum of Care are committed to pursuing activities that promote racial equity in response to homelessness and housing instability. The engagement and partnership of people with lived expertise from experiences of homelessness is critical to the creation and development of equitable, sustainable, and successful interventions.

The physical design and operational plan for the proposed low barrier shelter program should address access to appropriate health and behavioral health resources, services that are linguistically and culturally response to the people requesting services, and mindful of the systemic and historic challenges that have perpetuated homelessness and housing insecurity.

5. Applicant Response

Applicants may be from an individual, agency, organization, or partnership. Partnership applicants should designate a lead applicant and clearly describe partnership roles and responsibilities. All applications should demonstrate a commitment to leverage and coordinate with existing community services and to collaborate within the homeless service system.

5.1 Application Format

Materials should be prepared on 8.5 x 11" standard weight paper using black ink. Submissions should have appropriate headers and footers, using 1" margins. Submissions should be prepared using a standard business format such as Arial, Calibri, or Times New Roman, and a readable font, no less than 11 points. All pages should be numbered sequentially and the use of headers or an outline format that matches the requested information is recommended.

5.2 Application Components

There are five main (5) components of the application. Applications will be rated on the completeness of their application as well as consistency and alignment with the project vision and applicable federal and state regulations.

Please include, in the following order:

1. Letter of Interest (not to exceed two pages)
2. Project Narrative (not to exceed twenty pages)
 - a. Agency Capacity to Develop Project (2-3 pages)
 - b. Project Vision and Implementation Plan (3-4 pages)
 - c. Analysis of Site and Project Readiness (10-12 pages)
 - d. Coordinated Entry and HMIS Compliance (1-2 pages)
 - e. Approach to Equity and Non-Discrimination (1-2 pages)
3. Required Forms (see Appendix)
 - a. Applicant Summary
 - b. Preliminary Budget
 - c. Site Location
 - d. Project Schedule
 - e. Related Project List
4. Demonstration of Financial Capacity
 - a. Balance Sheets (past three years)
 - b. Profit and Loss Statements (past three years)
 - c. Statement of Review from Accountant or Accounting Firm
5. Attachments
 - a. Required Attachments
 - b. Optional Attachments
 - c. Resumes

5.3 Letter of Interest

Submit a letter on your agency letterhead stating your interest in providing the requested services. The letter should be signed by an officer or director of the agency authorized to bind the organization to all comments made in the proposal, and shall include the name, address, phone number and e-mail address of the person(s) to contact who will be authorized to represent your agency.

In no more than two (2) pages, the Letter of Interest shall include:

- The names of the key members of the project team.
- A brief summary of the project vision, including beds created and target population.
- An overall summary of the team’s qualifications for the project.
- The main point of contact and their contact information.
- Confirmation of review of insurance requirements and other forms that will be required under contract with the City of Stockton.

5.4 Project Narrative

In no more than twenty (20) pages, the Project Narrative shall include:

Section A: Agency Capacity to Develop Project. 20 points

A responsive submission must include a summary of the proposer’s experience and capacity to develop and operate the proposed project. At a minimum, this section must include the following:

- 1. Purpose/Mission:** Give a brief overview of your organization’s history and describe how the Project fits within your organization’s mission and current program configuration.
- 2. Experience:** Describe your organization’s experience providing services for individuals experiencing long-term homelessness with complex issues. Include number of years, population served, project scope, funding, partners, and number served by your program(s). If the related project services are new to organization, please describe relevant experiences that will allow you to perform successfully implement the program upon completion of the capital portion of the project. Include the experience of any partner organization(s).
- 3. Capacity:** Describe your organization’s ability to complete the proposed project services and your ability to manage a complex construction project. Describe the basic organization and management structure of your agency, and any proposed partners or sub-vendors. Include the system in place to manage financial accounting and ensure adequate oversight and management of fiscal systems.

- 4. Project Lead(s).** Provide brief biographical statements attesting to the capacity of the project team to complete a development project on the scale proposed and to implement the planned shelter operation. Name all project leads, including development project partners, and include resumes as attachments.

Section B: Project Vision and Implementation Plan. 15 points

A responsive submission must include a description of the proposer’s recommended approach to develop and operate the services proposed. There must be a clear link between the proposed services and the built environment. At a minimum, this section must include the following:

- 1. Approach to Services:** Provide a summary of the proposed sheltering services to be provided and how your organization supports strength-based supportive services. Describe the organization’s commitment to delivering services with cultural competency and how organizational policies, procedures, program philosophies, reflect a value for equity and inclusion.
- 2. Implementation Plan:** Describe how your organization plans to implement shelter operations upon project completion. Describe the start-up process and any necessary work that is needed to engage partners, leverage services, and build relationships within the community.
- 3. Operations:** Describe key operating practices including proposed hours of operations, proposed location and testament of site control, staffing plan, and guest relations. Describe existing service utilization rules, or your plan to develop rules or codes of conduct for onsite guests or use of services.
- 4. Collaboration:** Describe how your operational plan includes linkages and coordination with other homeless services. Discuss any linkages to health or behavioral health services and provide evidence of any successful coordination with local health serving organizations.
- 5. Safety:** Provide a description of how your organization will develop policies and practices to ensure the safety and wellness of all guests and personnel, including management approach to rule violations.
- 6. Outcomes:** Describe how your work will support the goal of client stabilization and re-housing. Describe how your efforts will support and engage mainstream and community-based services that improve health, income, and advancement towards housing placement and ongoing stability.

Section C: Analysis of Site and Project Readiness. 35 points

A responsive submission must include a description of the proposed site, evidence of site control, and an overview of how the site location is suitable for project needs. Site visits will be arranged for all proposed locations as part of the review process.

1. Short Response: Please include in short format, the following information.

- Address and Parcel Number.
- Current owner of record (at time of submission)
- Statement of Site Control or Likely Acquisition
- City of Stockton zoning designation and allowable uses

2. Site Analysis: Provide a narrative statement describing the proposed shelter location.

2.1 Site Location, Neighborhood, and Zoning: Describe the location of the project and its surrounding neighborhood. Include a discussion of transportation options, nearby services, etc. Clearly state the zoning for the site and if the proposed project is consistent with existing zoning requirements. Identify any approvals, other than Building Permits, that are required for the project.

2.2 State of Existing Built Environment: If the project includes existing buildings or hardscaping, give the original date of construction, and provide any known details on renovations or updates over time. Address all areas that would be related to construction and/or renovations, including site preparation. For projects that include rehabilitation, describe any studies or inspections that have been completed and any recommendations for abatement of asbestos, lead paint, or mold.

2.3 Assessment of Site Challenges and Plan for Resolution: Issues or hazards, man-made or natural, associated with the site that will affect its development. Discuss any issues of site control, zoning, special permits, and environmental hazards and the plan to resolve them in a timely manner. Discuss any needs or expectations you have from the City to facilitate development.

3. Site Design

3.1 Site Description: Provide a narrative description of the property to be acquired, expanded, constructed, and/or rehabilitated. Include lot size, building size and configuration, number of stories, type of construction, layout of the buildings, and any other unique features of this project for the target population.

3.2 Proposed Use of Site: Describe planned renovations or construction to create the proposed project. Include specific design objectives including, but not limited to: type or mix of sheltering options, number of beds, type of public spaces / common use areas, administrative or program service areas and offices, etc. Describe any hardscaping or

other site improvements that will contribute to the built environment and program design. Include all design considerations for meeting the basic needs of shelter residents including meals, hygiene, and laundry facilities.

3.3 Low barrier / Target Population Design Considerations: Describe any special considerations to meet low barrier objectives for the proposed target population. This should include, but is not limited to: (1) planned accommodations / design for the safe storage of belongings, (2) the joint sheltering of couples / partners, and (3) the allowance of pets is critical. Other design factors suitable for specific target populations, (e.g. youth, families, single women, etc.) should be described in this section, including day use rooms, play equipment, security and privacy, etc.

4. Project Readiness: Describe all the factors that make this project ready for development of new shelter beds.

4.1 Site Control: If your organization already owns the project and/or project site, when did your organization purchase it and how has it been used? If it is not currently owned or leased by your organization, describe the communication that has occurred with the property owner about purchasing the property (desired) or developing a long-term lease (may be approved in certain circumstances).

4.2 Preliminary Planning: Please briefly describe the status of: 1) architectural plans, 2) design, and 3) project financing and how they contribute to the timeliness of the proposed schedule. Provide a summary of any other pre-submission work (inspections, preliminary design work, development quotes) completed that puts this project closer to ground-breaking and construction start. (A response is considered sufficient if attached documents demonstrate status of the project – see required and optional attachments in below.)

4.3 Site Preparation: Describe site preparation tasks necessary to the proposed development, including any demolition, scraping, or grading. Include an estimate of the remaining useful life of major systems, based on age and condition, including sewer, water, and electrical lines running to the property. Describe any infrastructure work necessary for construction.

4.4 Construction Plan: Provide a clear overview of the different phases of planned construction, rehabilitation, or other site improvements, including any outstanding project design elements. Use this section to demonstrate knowledge and understanding of the work needed to obtain an occupancy permit.

4.5 Required Attachments: (Does not count towards page limit.) Include as attachments in the following order:

- Documentation of site control or likely acquisition (tax records, offers, agreements, etc.)

- Plot map with all adjacent streets and parcels.
- Plot map with proposed project siting, including access and exit points, and all relevant services.

Optional Attachments: (Does not count towards page limit.) Include as attachments in the following order:

- Color pictures of the project site (if available).
- Architect's rendering of the project, photos of the proposed or comparable project(s), and/or preliminary drawings.
- Any other architectural contracts, designs, renderings, plans or material lists that demonstrates the readiness of the project.
- Any demonstration of secured or pending financing if additional funding has been identified to offset project costs. (e.g. award letters, capital campaigns, etc.)

Section D: Coordinated Entry and HMIS Compliance. 10 points

- 1. Data Management:** Describe how your organization currently tracks and measures program outcomes and uses data to improve performance. Explain any current use of HMIS or the Coordinated Entry System. Please provide a specific example of how data was used to inform or modify a practice. If the Proposer does not currently track and measure outcomes data, describe the organization's plan to track exit and placement information for this project.
- 2. Coordinated Entry:** Provide a description of activities that will support the placement of guests in permanent housing within six months. Explain any current coordination with Coordinated Entry, the 211 service provider, or use of any other coordinated assessment and case management system.

Section E: Approach to Equity and Non-Discrimination. 10 Points

- 1. Commitment to Equity:** Please describe how a commitment to equity and inclusion is reflected in organizational mission, vision, values, policies, and practices, including hiring practices. Describe how the organization engages those with lived expertise in homelessness in the design, operations, and monitoring of program services. Points will be given to organizations that have people with lived experiences in homelessness, housing insecurity, or public system involvement in leadership and/or board positions.
- 2. Practice of Non-Discrimination:** Provide assurance that the organization practices a policy of non-discrimination in service delivery and hiring practices consistent with state and federal regulations.

5.5 Required Forms (see Appendix)

Required forms are included in the Appendix. Applicants are advised to download the forms and include completed forms in the submission package.

- A. Applicant Summary
- B. Preliminary Budget
- C. Site Location
- D. Project Schedule
- E. Related Project List

5.6 Demonstration of Financial Capacity

Applicants are advised to work with their finance manager or accountant to prepare financial reports. A letter or statement from the accountant or accounting firm attesting to their due diligence review of the financial statements is required. Additional demonstration of financial solvency and capacity to manage large scale capital improvement projects may be requested following submission review.

- Balance Sheets (past three years)
- Profit and Loss Statements (past three years)
- Statement of Review from Accountant or Accounting Firm

5.7 Attachments

Applicants must include all required attachments. These include:

- Documentation of site control or likely acquisition (tax records, offers, agreements, etc.)
- Plot map with all adjacent streets and parcels.
- Plot map with proposed project siting, including access and exit points, and all relevant services.

Applicants may include one or more of the following attachments. While these attachments are not required, the inclusion of *some* pictures, drawings, renderings, etc. will aid the review team with project conceptualization. Points will be awarded for documentation of project readiness, including any pre-planning or efforts to secure additional financing.

- Color pictures of the project site (if available).
- Architect's rendering of the project, photos of the proposed or comparable project(s), and/or preliminary drawings.
- Any other architectural contracts, designs, renderings, plans or material lists that demonstrates the readiness of the project.
- Any demonstration of secured or pending financing if additional funding has been identified to offset project costs. (e.g. award letters, capital campaigns, etc.)

Applicants must include resumes of any key project members, including any named collaborative partners.

6. Selection Criteria and Evaluation

6.1 Application Review Process

Economic Development Department staff will perform a technical review of concept proposals for completeness, eligibility, and feasibility. If the application is incomplete or ineligible, it will not be considered for further review and/or funding.

Complete applications will be reviewed and consider the following criteria:

- Project Concept
- Cost reasonableness
- Applicant experience and capacity
- Project Readiness
- Conformity to Homelessness Plans, as well as State and Federal mandated policies

A staff report documenting the review of the proposals will be forwarded to the City Council. The Stockton City Council will make the final determination of which project(s) will be presented to the County Board of Supervisors as part of a funding request.

6.2 Other Information

Applying does not guarantee funding. The City reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this application process. If such an action occurs, the City will notify all interested parties. The cost of preparing proposals for the City shall be borne by the applicant and shall not be reimbursed by the City. Applications received by the City will not be returned.

Applications **must be received by 12:00 p.m., Monday April 18, 2022.**

Mail or deliver the original application and one copy to: City of Stockton Economic Development Department 400 East Main Street, 4 th Floor Stockton, CA, 95202	Email an electronic copy of the application to: iana.lozano@stocktonca.gov
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Applications are available online at www.stocktonca.gov/housing. For program information or application assistance, contact City of Stockton – Economic Development Department at (209) 937-8539 or e-mail economic.development@stocktonca.gov.

6.3 Scoring Criteria

The City is interested in selecting one or more qualified organizations, agencies, or partnerships with the ability to establish and provide new shelter beds. A key component for successful applicants will be an ability to meet the following primary objectives.

Experience and Capacity – Projects funded by the City must be able to meet funding requirements and deadlines. Therefore, applicants should demonstrate their ability to complete projects in a timely manner, and deliver high quality, sustainable programs.

Consistency with Homelessness Plans – Projects that address and/or incorporate the criteria outlined in sections 3 and 4, will receive higher scores in this category.

Readiness – Projects must be able to move forward and be completed within the stated timelines. Points will be awarded for projects demonstrating ownership or site control of the property. Points will be awarded for projects that are shovel-ready, have project plans, designs, or can demonstrate reasonable timelines for project completion.

Additionally, The City will evaluate the proposals based on, but not limited to, the following:

- Proponents understanding of the community need and vision for providing services;
- Agency background and personnel qualifications;
- Related experience with similar projects;
- Coordination and partnership with local homeless service providers;
- Interview/Presentation, if applicable; and
- Any other criteria as best suits the City of Stockton.

Scoring Matrix:

1) Agency Capacity to Develop Project: Qualifications of the organization, overall experience, partnerships, ability to manage budget and expenses of the project on a cost reimbursement basis	20%
2) Project Vision and Implementation Plan: Approach, vision, and strategic fit consistent with the objectives of the City of Stockton, including adherence to the values of equity and inclusion	15%

3) Analysis of Site and Project Readiness: Site suitability, proposed design, design, control and project readiness.	35%
4) Alignment with State and Federal Requirements: capacity to participate in coordinated entry, maintain data and HMIS compliance and commitment to equity and non-discrimination	20%
5) Projected Project Budget and Demonstration of Financial Capacity	10%
6) Interview / Ability to Develop Agreement	(Pass / No Pass)

7. Additional Considerations

7.1 Local Business Preference

Stockton Municipal Code Section 3.68.090 reads as follows:

Preference shall be given to the purchase of supplies, materials, equipment, and contractual services from local merchants, agencies, or non-governmental entities, quality and price being equal. Local merchants or agencies who have a physical business location within the boundaries of San Joaquin County, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted two (2) percent bid preference. Local merchants or agencies who have a physical business location within the boundaries of the City of Stockton, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted five (5) percent bid preference. This section is intended to provide preference in the award of certain City contracts in order to encourage businesses to move into and expand within the City. (Ord. 2014-03-18-1601 C.S. § 1; prior code § 3-106.1)

7.2 Insurance

Proponent/Bidder, at Proponent's/Bidder's sole cost and expense and for the full term of the resultant contract or any extension thereof, shall obtain and maintain at least all of the insurance requirements listed on the City's website at:

<http://www.stocktonca.gov/government/departments/humanResources/riskServices/insurance.html>

It is your responsibility to review the insurance requirements, submission of a proposal serves as an agreement to obtain and maintain all necessary insurance.

All coverage shall be provided by a carrier authorized to transact business in California and shall be primary. All policies, endorsements, and certificates shall be subject to approval by the Risk Manager of the City to Stockton as to form and content. These requirements are subject to amendment or waiver if so, approved in writing by the Risk Manager.

Maintenance of proper insurance coverage is a material element of City contracts, and failure to maintain or renew coverage or to provide evidence of renewal may be treated as a material breach of contract.

The Proponent shall assert that these insurance requirements will be met as part of their proposal response. Failure to comply with these insurance requirements may result in a proposal being deemed unresponsive. Proponent shall satisfy these insurance requirements concurrently with the signing of the contract prior to commencement of work. It is strongly suggested that insurance requirements be reviewed with Proponent's broker to ensure any additional costs are included in the proposal pricing component.

7.3 Confidentiality

If Proponent believes that portions of a proposal constitute trade secrets or confidential commercial, financial, geological, or geophysical data, then the Proponent must so specify by, at a minimum, stamping in bold red letters the term "CONFIDENTIAL" on that part of the proposal which the Proponent believes to be protected from disclosure.

The Proponent must submit in writing specific detailed reasons, including any relevant legal authority, stating why the Proponent believes the material to be confidential or a trade secret. Vague and general claims as to confidentiality will not be accepted. The City will be the sole judge as to whether a claim is general and/or vague in nature.

All offers and parts of offers that are not marked as confidential may be automatically considered public information after the contract is awarded. The Proponent is hereby put on notice that the City may consider all or parts of the offer public information under applicable law even though marked confidential.

7.4 Forms Required to Contract with the City of Stockton

The following are not required at proposal submission but may be requested at a later date should a contract be awarded.

- Proposal Covenant
- Notarized Statement of Non-collusion
- Certification against lobbying

8. Appendix

The forms on the following pages are required with submission and are available as a separate download for easy completion.

8.1 Forms Required for Submission

- A. Applicant Summary
- B. Preliminary Budget
- C. Site Location
- D. Project Schedule
- E. Related Project List

Form A. Applicant Summary

Part 1. Applicant Information

Agency Name: _____

Agency Address: _____

Federal Tax ID #: _____ **Duns Number:** _____

Organization Type Corporation LLC Partnership 501c-3 Other

A Minority Business Enterprise Yes
 No

A Women Business Enterprise Yes
 No

Part 2: Contact Information

Director Name: _____ **Title:** _____

Phone: _____ **E-Mail:** _____

Project Manager _____ **Title:** _____

Phone: _____ **E-Mail:** _____

Part 3: Funding Request

Proposed Project Activities (Check all that apply) Acquisition
 New Construction
 Rehabilitation
 Other: _____

Total Project Cost: _____
Total Funds Requested: _____

Part 4: Applicant Signature

Submit original signature of applicant’s authorized official, in blue ink.

Name: _____

Title: _____

Signature: _____

Date: _____

Form B. Preliminary Budget

Part 1: Costs

DEVELOPMENT COSTS (ESTIMATE)	
ACQUISITION/LEASE COSTS	
Land	
Building	
TOTAL ACQUISITION COST	
GENERAL DEVELOPMENT COSTS	
Demolition & Abatement	
Unit Construction	
Site Improvements/Landscape	
Off-Site Improvements	
Contractor General Requirements/Overhead	
Construction Contingency	
Local Permits/Fees	
Phase I/Asbestos/Toxics	
Architecture	
Survey/Engineering/Soils/Landscape Arch.	
Appraisal/Market Study	
Title/Recording/Escrow	
Relocation Costs	
Construction Loan Expenses/Fees/Interest	
Permanent Loan Fees	
Insurance During Construction	
Soft Cost Contingency	
Equipment: Furnishings, appliances, etc.	
Legal	
Audit	
Capitalized Operating Reserve	
Marketing Account	
Developer Fee	
Other: Specify	
TOTAL GENERAL DEVELOPMENT COST	
TOTAL PROJECT COST	

Part 2: Funding Sources

List all potential funding sources, in addition to funding through this NOFA.

POTENTIAL FUNDING SOURCES			
Source (Insert Name)	Proposed Funding Amount	Committed Funding Amount*	Total Funding Amount
<i>City of Stockton, NOFA for Low Barrier Shelter Beds</i>			
Total			

Committed funds are any funds secured and in existence.

Part 3: Budget Signature

Submit original signature of applicant’s authorized official, in blue ink.

Name: _____

Title: _____

Signature: _____

Date: _____

Form C. Site Location

Part 1: Project Overview

Project Name: _____

Project Type:

- | | |
|--|--|
| <input type="checkbox"/> Congregate shelters | <input type="checkbox"/> Low barrier navigation centers |
| <input type="checkbox"/> Non-congregate shelters | <input type="checkbox"/> Clinically enhanced congregare shelters |
| | <input type="checkbox"/> Mixed project type |

Target Population:

(Check all that apply)

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Single men | <input type="checkbox"/> Families |
| <input type="checkbox"/> Single women | <input type="checkbox"/> Couples / Partners |
| <input type="checkbox"/> Youth | <input type="checkbox"/> Survivors of Domestic Violence |

Total # of Congregate Beds (males): _____

Total # of Congregate Beds (females): _____

Total # of Non-congregate spaces _____

Estimated Guest Capacity _____

Part 2: Site Location

Provide site address and all parcel numbers for the site location.

Provide a legal description of the property if there is not currently a street address.

Provide the zoning designation and indicate if shelter is a permitted or conditional land use.

<http://www.stocktonca.gov/government/departments/communityDevelop/cdPlanZone.html>

Site Address or Legal _____

Description: _____

Assessor Parcel # _____

Assessor Parcel # _____

Zoning Designation: _____

Emergency Shelter a Permitted Use?

- P = Use Permitted
 C = Commission Use Permit Required

Part 3: Site Use and Control

List all current owners of the proposed site location. Attach additional information if needed to describe ownership and site control status.

Owner Name _____

Owner Name _____

Owner Name _____

Owner Name _____

Site Control Status:

- Owned by Agency
 Not Owned

Provide a brief statement on the status of gaining site control if the project location is not currently owned and in control of the applicant agency.

Form D. Project Schedule

Include a detailed timeline for completion of major activities related to the project. Identify all key aspects of the proposal as well as the dates when all funding sources will be secured. Assume that City funds will be awarded in June of 2022.

The project schedule should indicate:

- when all proposed and conditional funds will be committed; and
- that the project can begin construction within one year of the award date.

List each task for the project in chronological order. Enter a projected completion date and responsible party for each task. At a minimum, show projected dates for commitment of all funding sources, any land use approvals, and milestones for property acquisition and/or construction.

Describe any aspects of the project that may lead to delays (e.g., zoning or funding) and how the schedule will be adapted to respond.

PROJECT SCHEDULE		
Task	Projected Completion Date	Responsible Party

Form E. Related Project List

Use this form to provide summary information about any similar or related projects. Related projects should include the experiences of the lead applicant and any named partners. Related projects include any site development projects to expand, renovate, or construct program facilities and/or any operational experience managing low barrier shelter programs or other congregate housing for any population type. This page may be duplicated to include additional project experiences. Please list most current projects first.

Part 1: Site Development Experience

Project Name:	_____		
Project Address:	_____		
Purpose of Project:	_____		Project serves homeless individuals. <input type="checkbox"/> Yes <input type="checkbox"/> No

Scope of Project:	# of interior square feet impacted by project:	# of exterior square feet impacted by project:	Total length of time to complete the project, in months:
	_____	_____	_____
	List sources of project financing: ▪ ▪ ▪	Total project cost:	Date project completed and occupied:
	_____	_____	_____

Provide any additional project details here:

Part 2: Shelter / Housing Management Experience

Project Name:	_____		
Project Address:	_____		
Type of Project:	_____		Program meets low barrier principles. <input type="checkbox"/> Yes <input type="checkbox"/> No
Target Population:	_____		
	Total Capacity:	Average Occupancy:	Length of Management:
	_____	_____	_____