



**NOTICE OF REQUEST FOR PROJECT CONCEPTS
AND FUNDING AVAILABILITY
for
LOW BARRIER SHELTER BEDS
or
Temporary Emergency Housing
For
People Experiencing Homelessness**

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:
maxwell.smith@stocktonca.gov

Deadline for Submission of Project Concepts:

Thursday, January 19, 2023 at 5:00pm

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) 937-8063

Cover Statement of Intent

In March of 2022, the City of Stockton released a Notice of Request for Project Concepts and Funding Availability (NOFA) for Low Barrier Shelter Beds.

Four submissions were received, and in June, City Council approved funding for one project. In November, based upon challenges in securing the project site, the City decided to re-release the NOFA for low-barrier shelter and temporary emergency housing projects.

This updated NOFA includes the following significant changes:

1. Site acquisition is no longer an eligible cost. Projects must be located on property with clear title (owned) or existing long-term lease.
2. Narrative response is streamlined and shortened.
3. Required forms must be completed in full.

Questions regarding the application can be directed to:

Max Smith

maxwell.smith@stocktonca.gov

(209) 937-8063

Contents

- 1. Statement of Need 5
- 2. Process and Timeline for Submission 6
 - 2.1 Process: 6
 - 2.2 Timeline:..... 7
 - 2.3 Submission: 7
- 3. Eligible Activities 7
 - 3.1 Eligible Shelter Types 8
 - 3.2 Definitions 8
 - 3.3 Eligible Capital Project Costs 10
 - 3.4 Eligible Operating Costs 10
 - 3.5 Required Deadlines 11
 - 3.6 Funding Awards..... 11
- 4. Alignment with Practice and Policy Requirements 11
 - 4.1 Operational Guidance 11
 - 4.2 Target Population..... 12
 - 4.3 Non-Discrimination 12
 - 4.4 Equity..... 13
- 5. Applicant Response 13
 - 5.1 Application Format..... 13
 - 5.2 Application Components..... 14
 - 5.3 Project Narrative 14
 - 5.4 Project Summary Forms (see Appendix)..... 16
 - 5.5 Required Project Attachments..... 16
- 6. Selection Criteria and Evaluation 17
 - 6.1 Application Review Process 17
 - 6.2 Other Information 17
 - 6.3 Scoring Criteria 17
- 7. Additional Considerations 19
 - 7.1 Local Business Preference 19
 - 7.2 Insurance 19

| | | |
|-----|--|----|
| 7.3 | Confidentiality | 20 |
| 7.4 | Additional Forms Required to Contract with the City of Stockton | 20 |
| 8. | Appendix..... | 21 |
| 8.1 | Forms and Declarations Required for Submission..... | 21 |
| | Form A. Applicant Summary | 22 |
| | Form B. Site Analysis..... | 23 |
| | Form C. Preliminary Construction Budget | 26 |
| | Form D. Estimated One-Year Operations Budget..... | 27 |
| | Form E. Project Budget and Funding Request | 28 |
| | Form F. Development and Operations Experience..... | 29 |
| | Declaration G: Acknowledgement of Requirements for Use of Coordinated Entry and HMIS Systems | 30 |
| | Declaration H: Commitment to Equity and Non-Discrimination in Housing and Related Services | 31 |
| | Declaration I: ARPA Non-Collusion Declaration..... | 32 |
| | Declaration J: Acknowledgment of City of Stockton Insurance Requirements..... | 33 |

1. Statement of Need

The City of Stockton (the City) is soliciting proposals to create additional low barrier shelter beds or temporary emergency housing 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 the local goal of *Increasing Access and Reducing Barriers to Homeless Crisis Response Services*, with a focus on:

- increasing non-congregate sheltering opportunities and
- reducing the number of unsheltered individuals and households

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 program will not require sobriety or 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 for capital project development funds for shelter programs where the applicant currently has title or verified site control for an extended timeframe. The financing will primarily be provided with capital funding from the County of San Joaquin. Although exact funding may vary, **an estimate of \$6,500,000** has been identified as potential capital funding. Qualified projects, vetted and approved by the Stockton City Council, will be presented to the San Joaquin County Board of Supervisors for consideration.

This City will consider awarding partial operations funding. Up to \$1,200,000 in operating costs annually is available for 3 years through the American Rescue Plan Act (ARPA), for a total of \$3,600,000 ARPA funds must be appropriated by June 2023 and fully spent by June 2026. Additional funding for program operations may be available through private philanthropy, donations, reimbursable services, and other competitive local, state, and federal funding sources (grants). Applicants are expected to consider the financial sustainability of program operations separate from city grant awards.

Applicants are strongly encouraged to review the criteria for shelter operation funds under the existing major funding streams in developing 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 construction activities required to expand shelter capacity for those currently living unsheltered.

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 site 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 site control and preliminary architectural designs or site plans are required. It is the responsibility of the project applicant to ensure that the 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 additional 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 | November 16, 2022 |
| NOFA Information Session | December 1, 2022 |
| NOFA Due Date & Time | January 19, 2023 (5:00pm) |
| City Interviews | January 25 – 27, 2023 |
| Presentation of Selected Concepts to City Council | February 2023 |

2.3 Submission:

| | |
|---|--|
| NOFA Submittal: Delivery Address and Electronic Mail | Attn: Maxwell Smith Economic Development Department 400 E. Main Street, 4 th Floor Stockton, CA 9202 maxwell.smith@stocktonca.gov |
|---|--|

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 maxwell.smith@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 or units to provide emergency sheltering, interim housing, 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 construction budget is at the discretion of the County of San Joaquin.

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 Housing Types

- Congregate shelters
- Clinically enhanced congregate shelters
- Non-congregate shelters
- Temporary emergency housing / emergency sleeping cabins
- 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-Documents-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, transitional housing programs, and emergency sleeping cabins, 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.
- (5) Behavioral, not sobriety requirements.

3.3 Eligible Capital Project Costs

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

Allowable costs include:

- Hard Costs – the actual costs of constructing or rehabilitating, including demolition, site preparation, on-site improvements, off site construction of modular buildings or structures, and necessary hardscaping or landscaping following project completion.
- 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.
- Cost of Fixed / Durable Equipment and Supplies – including furnishings, appliances, and security equipment.

Costs that will be disallowed:

- The purchase of land or real property.

3.4 Eligible Operating Costs

Operating costs are limited to costs associated with the day-to-day operational needs of the additional beds created through this NOFA. Operating costs may include but are not limited to:

Personnel Costs

- Salaries
- Benefits

Operating Costs

- Program supplies and equipment
- Site operations and maintenance
- Professional services

- HMIS Licenses
- Other

Costs that will be disallowed:

- Employee bonuses
- Direct payments to clients

Some program services, including certain types of case management, behavioral health counseling, and housing navigation services may be reimbursable through other funding sources. Program applicants are encouraged to consider program sustainability using multiple funding sources for ongoing operations.

3.5 Required Deadlines

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

3.6 Funding Awards

The City reserves the right to enter into discussions with one or more applicants depending on project submissions.

The City may, at its discretion re-issue or keep open the application on a rolling basis until such time as suitable projects are identified to address the unmet shelter need.

4. Alignment with Practice and Policy Requirements

4.1 Operational Guidance

The proposed shelter expansion must be low barrier and comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code. Per State guidance, the City will prioritize applicants that propose a non-congregate sheltering option.

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 provide 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 shared spaces, and/or more 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.
- Develop practices that support the dignity and full potential of each person.

Project should incorporate the vision and guidelines approved by the Stockton/San Joaquin Continuum of Care for [Shelters that Succeed](#).

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 and organization values and vision align with the equal protections afforded all individuals. 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, veterans, people with disabilities or ongoing health conditions, 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 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 responsive 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 resources, secure ongoing funding outside this funding award, 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 three main (3) components of the application.

- Project Narrative (7 pages)
- Application Forms and Declarations (Download and complete forms.)
- Required Project Attachments

Applications will be rated on the completeness of the application as well as consistency and alignment with the project vision and applicable federal and state regulations.

Please include, in the following order:

- 1. Project Narrative** (not to exceed seven pages)
 - Agency Capacity to Develop Project (2-3 pages)
 - Project Vision and Implementation Plan (3-4 pages)
- 2. Application Forms and Declarations** (see Appendix)
 - a. Applicant Summary
 - b. Site Analysis
 - c. Preliminary Construction Budget
 - d. Estimated One-Year Operations Budget
 - e. Project Budget and Funding Request
 - f. Development and Operations Experience
 - g. Acknowledgement of Requirements for Use of Coordinated Entry and HMIS Systems
 - h. Commitment to Equity and Non-Discrimination in Housing and Related Services
 - i. ARPA Non-collusion Declarations
 - j. Acknowledgment of City of Stockton Insurance Requirements
- 3. Required Project Attachments**
 - Proof of Ownership or Site Control
 - Site Plans and Architectural Drawings
 - Applicant Balance Sheets (past three years)
 - Applicant Profit and Loss Statements (past three years)

5.3 Project Narrative

In no more than seven 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).
- 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.
- 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. If the development project partner(s) are identified, include a link to the company websites. Partner capacity and experience will be included in review and scoring.

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, staffing plan, and approach to 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 your approach to addressing and managing 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.

5.4 Project Summary Forms (see Appendix)

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

- A. Applicant Summary
- B. Site Analysis
- C. Preliminary Construction Budget
- D. Estimated One-Year Operations Budget
- E. Project Budget and Funding Request
- F. Development and Operations Experience

Responsive submissions must include signed declarations stating applicants' understanding of the City's contractual requirements, including:

- G. Acknowledgement of Requirements for Use of Coordinated Entry and HMIS Systems
- H. Commitment to Equity and Non-Discrimination in Housing and Related Services
- I. ARPA Non-collusion Declarations
- J. Acknowledgment of City of Stockton Insurance Requirements

5.5 Required Project Attachments

Applicants must include ALL required attachments. These include:

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

Applicants must provide demonstration of financial solvency and capacity to manage large scale capital improvement projects. Additional documentation may be requested following submission review.

- Balance Sheets (past three years)
- Profit and Loss Statements (past three years)

Optional attachments may include any other demonstration of project readiness.

Points will be awarded for documentation of project readiness, including any pre-planning or efforts to secure additional financing.

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.

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 5:00 pm, January 19, 2023**

| | |
|---|--|
| 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: maxwell.smith@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) 937-8063 or e-mail maxwell.smith@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.

Vision and 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. Bonus points will be awarded for non-congregate living projects.

Readiness – Projects must be able to move forward and be completed within the stated timelines. Projects must demonstrate 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;
- Coordination and partnership with local homeless service providers;
- Related experience with similar projects;
- Construction project budget;
- Operations budget and sustainability plan;
- Demonstrated history of sound financial management;
- 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. | 50% |

| | |
|---|-------------|
| 4) Projected Project Budget and Demonstration of Financial Capacity | 15% |
| 5) Alignment with State and Federal Requirements: capacity to participate in coordinated entry, maintain data and HMIS compliance and commitment to equity and non-discrimination. | Pass / Fail |
| 6) Interview / Ability to Develop Agreement | Pass / Fail |

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 Additional 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 and declarations on the following pages are required with submission and are available as a separate download for easy completion. Text boxes will expand to fit responses.

8.1 Forms and Declarations Required for Submission

- A. Applicant Summary
- B. Site Analysis
- C. Preliminary Construction Budget
- D. Estimated One-Year Operations Budget
- E. Project Budget and Funding Request
- F. Development and Operations Experience
- G. Acknowledgement of Requirements for Use of Coordinated Entry and HMIS Systems
- H. Commitment to Equity and Non-Discrimination in Housing and Related Services
- I. ARPA Non-Collusion Declaration
- J. Acknowledgment of City of Stockton Insurance Requirements