

HUMAN  OPTIONS

PREVENT. PROTECT. EMPOWER. TRANSFORM.

**INVITATION TO BID:
DV HOUSING FIRST FINANCIAL
ASSISTANCE**

February 2019

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OVERVIEW

Purpose of This Invitation for Bid

Human Options is seeking bids to select a subcontractor for the distribution of temporary financial assistance in support of housing stability. Human Options is the lead recipient of a grant funded by California Governor's Office of Emergency Services (Cal OES) intended to provide the best practice model of Domestic Violence Housing First (DVHF) for survivors of domestic violence in Orange County.

Contact Information

Bidders are directed to submit questions, deliver bids, and submit all other formal correspondence regarding this procurement to:

Judy Rose
Human Options
5540 Trabuco Rd., Ste. 100
Irvine, CA 92620
jrose@humanoptions.org
Tel: (949) 737-5242

Bid Deadline and Submission Options

One original and three copies of the proposal must be received by Human Options **no later than 4:00 pm, Friday March 22, 2019.**

Performance Period

The performance period for this subcontract will be April 15, 2019 – December 31, 2019. Human Options may be eligible for reapplication to extend the project for three consecutive years, contingent upon availability of funds and the passage of the applicable State Budget Act. In such case, the selected subcontractor may be afforded the option to continue service provision for the length of the contract.

Funds

The total budget for this subcontract is \$132,000 for this performance period. A total of \$110,000 cash is available, with a required cash and/or in-kind 20 percent match totaling \$22,000 to be provided by the selected subcontractor.

Source of Funds

This is a subcontract under the California Governor's Office of Emergency Services (Cal OES) XD Program which is supported through the Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program). The 2018 VOCA Formula Grant Program is authorized by the Victims of Crime Act of 1984 (34 U.S.C. § 20103 (a) and (b)).

The VOCA Formula Grant Program requires a cash and/or in-kind match equal to 20 percent of the total project cost.

Program Information

Background

Human Options is a nonprofit (501c3) providing a comprehensive range of services for victims of domestic violence (DV) in Orange County (OC). The mission of Human Options is to ignite social change by educating Orange County to recognize relationship violence as an issue that threatens everyone, advocating for those affected by abuse, extending a safe place for victims and empowering survivors on their journey of healing. We are committed to a future in which every person and family in Orange County experiences safe, healthy relationships and lives free of fear. Clients seeking services from Human Options have experienced different forms of DV - physical, verbal, sexual, psychological, or financial - and are looking to accomplish their self-prescribed goals of moving beyond their current abusive situation. Many survivors who contact us are in immediate need for housing stability. Whether needing a safe shelter, transitional housing, or attaining and retaining permanent housing, victims of DV face increased housing uncertainty and at risk of homeless. Several victims fleeing DV often end up homeless

due to the high cost of housing, isolation, lack of knowledge of community resources, or other cultural barriers.

Survivors report a spectrum of needs, including safety, affordable housing, advocacy with landlords, employment assistance, legal advocacy, mental health counseling, transportation assistance, childcare, translation services, immigration assistance, credit counseling, and/or help accessing public benefits and other resources. Affordable housing remains one of their most pressing needs. The housing market in OC is staggeringly expensive; living in OC costs 18% more than the national benchmark. This, coupled with the fact that many survivors lack sustainable incomes and employment skills, makes survivors and their children extremely vulnerable to homelessness. For example, in many cases the victim is displaced from the home in order to flee the abuse resulting in him/her struggling to re-start from scratch. In other cases, the victim may be fortunate enough to stay housed while the abuser leaves, however unable to maintain financially therefore ultimately losing their home.

Human Options has recently launched a Domestic Violence Housing First (DVHF) Program in collaboration with Families Forward, a nonprofit (501c3) committed to helping local families who are homeless or at risk of homelessness. The purpose of this project is to help survivors achieve safe and stable housing through survivor-driven advocacy, community engagement, and flexible financial assistance. With the addition of the DVHF project, Human Options is positioned to adjust the level of assistance provided to meet the unique needs to families who have become unstably housed or homeless due to DV victimization.

Through this project, the Human Options DVHF Advocate provides initial safety planning, a needs assessment, and the development of an individualized case management plan. Once the level of housing need has been identified, a range of options will be presented from helping a survivor safely retain current housing to helping find a new affordable option. The Families Forward Housing Specialist assists program participants with accessing safe and stable housing; identify permanent housing that is affordable and meets participants' needs; provide one-on-one counseling to support the family's housing search; assist in identifying, obtaining, and maintaining permanent housing; and act as a liaison with landlords and

negotiating leases.

Subcontractor Scope of Work

The selected subcontractor will be responsible for:

- Determining a payment schedule consistent with the participant's case plan;
- Processing payments to the identified landlord, or other vendor, in a timely manner;
- Maintaining positive relationships with landlords and/or vendors;
- Regular collaboration and effective communication with designated staff from Human Options and Families Forward;
- Utilization of efficient and ethical financial practices
- Monthly reporting

Fulfilling a critical component of the DV Housing First Model – Flexible Financial Assistance – the subcontractor will identify payment schedules consistent with the case plan, and process payments to the identified vendor in a timely manner such that there are no financial barriers to the participant's success. The selected subcontractor will allocate funds from this award to the sole purpose of providing rental assistance to participants. All checks will be paid directly to the vendor identified, not the participant.

The exact amount to be provided to each victim/family will be based on their demonstrated need as identified by the DVHF Advocate, such that each family gets the amount that is appropriate for their situation. This will be determined through ongoing analysis of budget, verification of bank statements and savings, cross-referenced with housing requirements based on location and safety, family size, proximity to work, etc. While variable, we estimate an average need of \$6,111 per family.

To do this effectively, the subcontractor will be expected to take a trauma-informed lens with participants and work in seamless collaboration with designated staff from Human Options and Families Forward, or other identified collaborators on the project. Further, the ability to provide this financial assistance in a flexible and expedient manner will be critical to the program's success.

Key Action Dates

Listed in the table below are the important actions, dates and times by which the actions must be taken or completed. If Human Options finds it necessary to change any of these dates, it will be accomplished via an addendum to this Invitation to Bid. All dates after the bid submission deadline are approximate and may be adjusted as conditions indicate without addendum to this document.

Key Action Dates	
Invitation to Bid Released	February 25, 2019
Bid Submission Deadline	March 22, 2019 -- 4:00 pm
Bid Review and Selection	March 25, 2019 – March 29, 2019
Announce Subcontract Award	April 1, 2019
Contract Begins	April 15, 2019*

*Actual commencement of the subcontract will be subject to budgetary review from Cal OES.

Reporting Requirements

Progress reports serve as a record for the implementation of the project. Statistics for progress reports must be submitted to Human Options on a monthly basis.

The awarded applicant will need to submit a monthly financial invoice to be paid. All invoices must be accompanied with back up documentation to demonstrate how the funds were expended (ie. Copy of the participant’s lease).

Other Administrative Requirements

The selected subcontractor will be expected to comply with guidelines laid out in the Cal OES Subrecipient Handbook. Failure to comply may result in withholding or termination of the contract. (www.caloes.ca.gov/GrantsManagementSite/Documents/2018%20Subrecipient%20Handbook.pdf)

BID SUBMISSION REQUIREMENTS

The bidder must ensure that all information requested in this Invitation to Bid is included. Failure to include the required components may result in a reduced score or disqualification.

Bidder Contact Information

Provide the Name and Address of Organization; Name, Title, Phone Number, and Email for the organization's Contact Person.

Project Description

In narrative form, describe your plan to accomplish the scope of work specified in this Invitation to Bid through appropriate and achievable objectives and activities, as well as your ability to implement the proposed plan.

- Describe your agency's mission and goals and how that aligns with the intent of the DV Housing First project.
- Describe your agency's experience executing similar financial assistance programs.
- Describe your agency's experience working with domestic violence survivors or other vulnerable populations.
- Describe your agency's plan to implement the scope of work for this subcontract, including the techniques that will be utilized to determine payment schedules and ensure the timely release of financial assistance.
- Describe how your agency will provide the maximum financial support possible to participants and how many participants you anticipate serving during this project period.
- Describe your agency's capacity to implement the requirements of the project.
- Describe the minimum qualifications of the staff you intend to fund/utilize on this project.
- Describe your agency's experience providing services supported by government funding and adherence to grant requirements.

Project Budget

The purpose of the project budget is to demonstrate how the bidder will implement the proposed plan with the funds available through this subcontract. Project costs must be directly related to the objectives and activities details for the subcontract. In the budget, include only those items covered by grant funds, including match funds, when applicable. The budget should clearly distinguish between funds being allocation to operations and those dedicated for the financial assistance for participants. The budget must cover the entire performance period. The bidder should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the activities directly associated with the subcontract scope of work.

Budget Description

Provide a brief narrative to describe how the budget supports the scope of work associated with this subcontract.

- Describe how funds are allocated to minimize administrative costs and support direct services.
- Describe the qualifications and duties on any project funded staff including the staff time allocated to the support of this subcontract.

SUBMISSION REVIEW AND SELECTION

Review

Submissions received by the deadline will be evaluated by a three-member team.

Submissions will be evaluated by the following criteria:

- Viability of plan to fulfill scope of work
- Cost effectiveness of plan, ensuring participants access the greatest financial assistance available
- Qualifications for performing a financial assistance program of this nature

- Demonstrated success working with and maintaining positive relationships with landlord or vendors
- Experience supporting vulnerable populations
- The extent to which the proposal supports the overall intent, goals, and purpose of the subcontract.

Funding Recommendation

The final selection of a subcontractor will be determined by the Human Options Executive Director, or her designee, and subject to approval from Cal OES.

Notification Process

Bidders will be notified in writing of the results of the selection process.