

Community Plan to Prevent and End Homelessness Request for Proposals

Part 1: Agency Information

Commented [KMT1]: Copying from shelter RFQ, insert chart.

Part 2: Authorization to submit Proposal

This application is submitted by the undersigned with the full knowledge and consent of the governing body of this organization and is, to the undersigned's best knowledge, accurate in all details. The undersigned also certifies having reviewed the terms and conditions stated in the RFP.

Signature

Date

Part 3: Agency Qualification

Agency Experience and Capacity (30 points)

- Provide a brief overview of your agency. Include a brief background of all personnel who will be assigned to this project including their education and previous experience on projects of a similar size and scope. (5 points)
- Describe your planning experience in housing and homelessness, including:
 - The processes you have found to be effective
 - Your approach/philosophy of planning
 - One or two detailed examples of how this process has worked at the local level. (10 points)
- Provide a list of **community plans** or related work your agency completed in other communities. Specify the name of the community, date of completion, and budget allowed for your agency's work. Attach one to two examples of community plans, preferably plans that were developed with a similar budget as this RFP allows, approximately \$150,000. Please include references for those plans with contact information. (10 points)
- Describe how you will engage stakeholders in a discussion on local data. Which data sources will be used? (5 points)

Commented [KMT2]: Not points for listing, but points for good plans.

Organizational Fiscal Planning and Management (10 points)

- Provide a timeline that includes a description of monthly activities, number of hours for each activity, suggested meeting schedule and format, and responsible parties. (5 points)
- Provide a proposed budget for this project. If applicable, provide various options. (5 points)

Commitment to Promoting Racial Equity (30 points)

- Describe your agency's commitment to equity and inclusion. What specific strategies or practices are followed to ensure that these principles are integrated into your organization, and its work? (10 points)
- We are looking for a consultant who can provide guidance on best practices around racial equity and its incorporation into the planning process and the plan itself. Please describe how your agency will center the community in racial equity. (10 points)
- Describe the proposed process for engaging the community in discussions on advancing equity. How will your agency engage all stakeholders in this conversation (providers, funders, people with lived experience, etc.)? (10 points)

Project Specific Policies and Strategies (30 points)

- Describe how your agency will conduct focus groups with our stakeholders and people with lived experience?
- With so many needs in the community, describe the process your agency uses to prioritize strategies.
- Describe how your agency will lead the community in a discussion to address the needs of double-up homelessness.
- Include a description of how you will align the work with the [vision and guiding principles](#) of the Homeless Services Consortium.

DRAFT