



**The City of**  
**OKLAHOMA CITY**

**Planning Department**

Housing and Community Development Division  
420 W. Main, Suite 920 Oklahoma City, OK 73102

**HOME INVESTMENT PARTNERSHIPS AMERICAN RESCUE PLAN (HOME-ARP)**  
**REQUEST FOR PROPOSALS (RFP)**  
**ENCAMPMENT REHOUSING INITIATIVE**

RFP Announced: 04/28/2025  
Responses Due: 5:00 PM on May 12<sup>th</sup>, 2025

Apply via email to: [jerod.shadid@okc.gov](mailto:jerod.shadid@okc.gov) & [david.delgado@okc.gov](mailto:david.delgado@okc.gov)

Late submissions will not be considered.

**Point of Contact**

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## Overview

On behalf of Key to Home Partnership, the City of Oklahoma City seeks proposals to support the Key to Home Encampment Rehousing Initiative to rehouse 320 unsheltered individuals by the end of 2025 and provide 12 months of case management support (16 case managers x 20 Clients per/case manager). Unsheltered Individuals will be housed through an encampment rehousing process. Encampment Rehousing is an intentional, structured effort to offer unsheltered individuals in established encampments of three or more people safe and dignified permanent housing solutions before closing an area or reactivating it for general use.

The City of Oklahoma City (CITY) intends to fund multiple organizations responsible for dedicating staff capacity to in-person, housing-based case management services that support the Encampment Rehousing Initiative. Funding awards are subject to available funding and HUD-approved HOME-ARP plan amendment approvals.

## Introduction

The CITY Planning Department Community Development Division is soliciting proposals from experienced service providers for HOME Investment Partnerships American Rescue Plan (HOME-ARP) to support 16 case managers using financial resources allocated to the City of Oklahoma City by the U. S. Department of Housing and Urban Development (HUD) for use in assisting individuals or households who are homeless, at risk of homelessness, and other vulnerable populations. The primary goals of HOME-ARP are to reduce homelessness and increase housing stability across the United States. As this funding source is new, and its eligible uses and requirements are unique to the program, selected applicants will be provided technical assistance to ensure the best possible results.

The CITY will review each proposal to ensure conformance with the guidelines outlined below and HUD's HOME-ARP program requirements. This solicitation outlines the type of programs requested and the criteria that must be followed by each entity wishing to be considered for funding. Please note that HOME-ARP funding is for one year. Available funds are drawn down on a reimbursement basis. The funding may be renewed for additional one-year terms upon mutual agreement of the parties, subject to the availability of funds and compliance with all applicable requirements.

Applicants whose projects are approved for funding will enter into an Operating Agreement defining the HOME-ARP program regulations and special project terms and conditions.

Funding for these activities is limited to serving HOME-ARP Qualifying Populations (QPs) in Oklahoma City. Under HOME-ARP requirements, there are four (4) QPs, including individuals and/or households who are:

### Qualifying Populations:

- 1) Homeless: as defined in 24 CFR 91.5.
- 2) At risk of Homelessness: as defined in 24 CFR 91.5.
- 3) Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking: as defined in 24 CFR 91.5.
- 4) Other Populations: where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the most significant risk of housing instability.

Please note that awardees are expected to serve households defined as homeless and referred through the Coordinated Entry System (CES).

This RFP describes the projects, scope of services, organization selection process, and all the information that must be included in the proposal. Failure to submit information per the RFP's requirements and procedures may lead to disqualification. The solicitation package for this HOME-ARP program is available at the Planning Department Community Development Division office, 420 West Main Street, Suite 920. This solicitation and the application form can also be found online at:

<https://www.okc.gov/departments/planning/programs/homelessness/continuum-of-care>.

All submissions must be made electronically.

## HOME- ARP Background

On March 21, 2021, the President signed the American Rescue Plan Act (ARP) into law. This act provides over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, state and local governments, individuals, and businesses.

To address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in ARP funds to be administered through HOME to perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness or in other vulnerable populations. These activities include:

1. Development and support for affordable housing
2. Tenant-based rental assistance (TBRA)
3. Provision of supportive services
4. Acquisition and development of non-congregate shelter units

Allocations for funding to qualifying jurisdictions were announced on April 8, 2021. The CITY was awarded a total of \$8,443,107 through the U.S. Department of Housing and Urban Development (HUD)'s HOME-ARP Program. \$1,249,360 of that amount are being offered for this project for 12 months of services.

## RFP Schedule

Release Date	April 28 <sup>th</sup> , 2025
Technical Assistance Session	April 30 <sup>th</sup> , 2025 1:00 PM Central Standard Time
Written Question Due By	May 2 <sup>nd</sup> , 2025 -5:00 PM Central Standard Time
Due Date/Time for Proposals	May 12 <sup>th</sup> , 2025
Selection and Notification	May 19 <sup>th</sup> – May 27 <sup>th</sup> , 2025

## Proposal Submission

**Instructions for Submission of Full Proposal:** Applicants must submit all application materials electronically in PDF format including all attachments. Narrative submissions should not exceed 5 pages (does not include attachments). *Proposals not received by the response submission deadline or those that do not adhere to the submission instructions described herein shall not be accepted or considered by the CITY.*

Submit proposals by email to: [jerod.shadid@okc.gov](mailto:jerod.shadid@okc.gov) and cc [david.delgado@okc.gov](mailto:david.delgado@okc.gov) & [jamie.caves@okc.gov](mailto:jamie.caves@okc.gov)

The Allocations Committee may consider any other relevant criteria and is free to make any recommendations it determines are in the best interest of the HOME-ARP Program.

The response should include the specified content and sequence of information described in this RFP to be considered a complete proposal.

The CITY reserves the sole right to select the most qualified agencies based on its determination of overall cost effectiveness and impact, which is most advantageous to the CITY. Multiple awards will likely be made.

Following its initial reviews and preliminary funding determinations, the CITY will provide written notice to each applicant of its application status. CITY will notify all applicants of the status of their proposal. The City reserves the right to reject an application entirely, provide partial funding, seek further clarifications from applicants, or negotiate alternative award terms.

### Instructions for Submitting Written Questions

Please submit all questions, in writing, by 5:00 PM Central Standard Time on May 2<sup>nd</sup>, 2025 to [jerod.shadid@okc.gov](mailto:jerod.shadid@okc.gov) and cc [david.delgado@okc.gov](mailto:david.delgado@okc.gov) & [jamie.caves@okc.gov](mailto:jamie.caves@okc.gov)

### Technical Assistance

A technical assistance/question-and-answer meeting will be held on **April 30, 2025 at 1:00 pm via Microsoft Teams**. Attendance is recommended for all new applicants and renewing applicants. Use the link below to join the meeting.

[Join the meeting now](#)

### General Terms and Conditions

**Incurred Expenses:** The applicant is entirely responsible for developing the proposals, and the CITY will not charge or reimburse the applicant for these costs.

**Public Records:** All proposals submitted in response to this RFP become the property of the CITY and, according to applicable law, may become public records, subjecting the proposal to public review.

**Contact with CITY Staff:** Unless otherwise authorized herein, applicants who are considering submitting a proposal in response to the RFP, or who submit a proposal in response to this RFP, are prohibited from communicating with CITY staff regarding this RFP from the date this RFP is issued until one or more contracts are awarded.

Potential applicants may submit clarifying questions to the appropriate CITY staff. In responding to any such questions, the CITY will generally provide summaries of the question and a specific response to all agencies that, to the knowledge of the CITY, have expressed an interest in the RFP. Further, nothing in this provision is

intended to prohibit ongoing contact between an applicant and CITY staff in the normal course of any current contracts between the City and a given agency.

**Revisions to the RFP:** The CITY reserves the right to revise the RFP before the date proposals are due. Notifications of all revisions to the RFP shall be posted on the CITY's website. The CITY also reserves the right to extend the date by which proposals are due. Additionally, the CITY reserves the right not to make any awards under this RFP or issue additional RFPs for the same or similar purposes.

**Additional Information:** The CITY reserves the right to request additional information and/or clarification or to waive any irregularity or informality in any or all responses to this RFP.

**Disqualification:** Failure to comply with the requirements of this RFP may result in disqualification. Incomplete proposals may be considered non-responsive and rejected.

**Payment for Services:** The CITY will provide HOME-ARP funds on a reimbursement basis only pursuant to HUD and CITY requirements and the terms of the agreement between the CITY and any agency receiving funding.

## Eligible Applicants

Applicants must be private nonprofit (registered 501c3) organizations located in OKC, deliver services in OKC, demonstrate sufficient experience for the proposed activity or project, and have current capacity to administer and carry out the project. Items listed on the final page of the application package ("Checklist of Required Attachments") must also be submitted for an application to be considered.

## Contract Term and Conditions

**Contract Term:** 12 months from date of execution. Both parties reserve the right to review quarterly and make amendments as needed and with CITY approval. The funding may be renewed for additional one-year terms upon mutual agreement of the parties, subject to the availability of funds and compliance with all applicable requirements.

## Scope of Work

On behalf of Key to Home Partnership, the CITY seeks proposals to support the Key to Home Encampment Rehousing Initiative to rehouse 320 unsheltered individuals (16 Case Managers x 20 Clients). Unsheltered Individuals will be housed through an encampment decommissioning process. Encampment Decommissioning is an intentional, structured effort to offer unsheltered individuals in established encampments of three or more people, safe and dignified temporary and permanent housing solutions before closing an area or reactivating it for general use.

The City of Oklahoma City (CITY) intends to fund multiple organizations responsible for dedicating staff capacity to in-person, housing-based case management services that support the Encampment Rehousing Initiative.

## Services and Expectations of this RFP

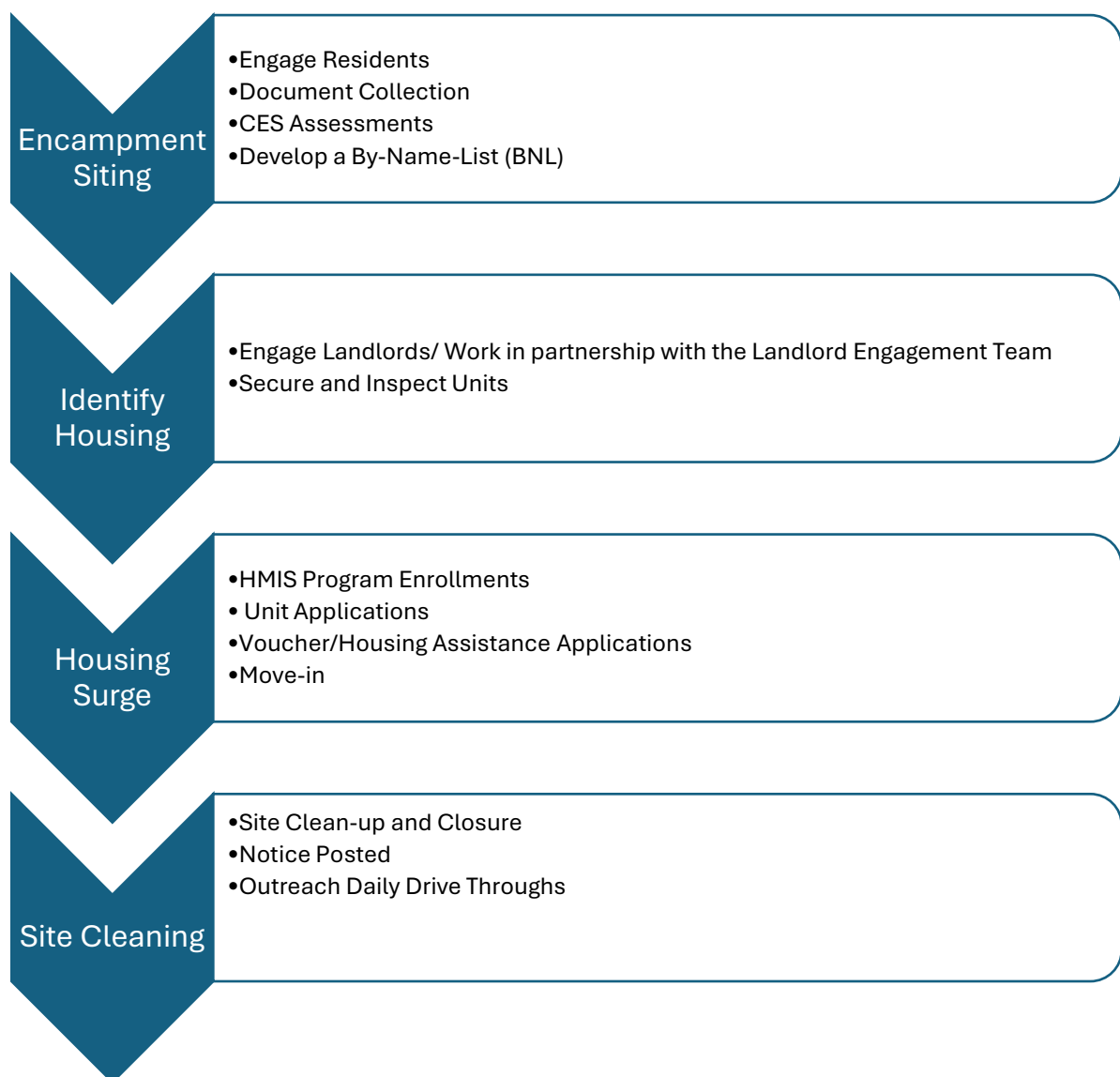
1. Applicants may bid for up to sixteen (16) FTEs to fulfil the Housing Stabilization Case Manager role. All FTE's

funded for this project will be dedicated to the work described in this RFP and must not have other shared program responsibilities.

Selected agencies must successfully house and stabilize at least 20 households (individuals/families) per Case Manager during the one-year funding period. A family (independent of how many members) will count as one household. If households exit the program, before the 12-month program term, a replacement household may be assigned to maintain a caseload of 20 at any given time.

2. The rehousing workflow is fully integrated into the Coordinated Entry System (CES) and will be actively managed by the lead agency. As such, successful applicants will fully utilize the developed workflow, participate as teams under the direction of the project lead, and receive all client assignments from CES.

The following workflow has been developed regarding the encampment rehousing process:



3. Expectations for Case Managers:

- a) Case Manager will work with Street Outreach, Landlord Engagement, and Closure Maintenance teams to assist clients in encampments and will remain with clients for a year after they are housed.
- b) Complete timely HMIS program enrollments.
- c) Assist clients with timely completion of unit and voucher applications.
- d) Assist with timely move-ins.
- e) Provide one year of weekly in person, home-based case management services to include, but not limited to:
  - i. Intake/assessment,
  - ii. Long-term housing stabilization planning
  - iii. Budget planning
  - iv. Opportunities to increase income through employment or disability assistance
  - v. Assistance connecting to behavioral health and physical healthcare services
  - vi. Eviction prevention services
- f) Clearly document the following in the client's HMIS case record:
  - i. Telephone calls/emails
  - ii. Attempts to make contact
  - iii. Client face-to-face interactions and service provided.
- g) Participate in daily encampment huddles with community team members as requested and participate in weekly/monthly stabilization work group meetings.
- h) Liaise with other service providers and community partners to increase stabilization for clients.
- i) Act as point of contact for Coordinated Entry staff, Landlord Engagement staff, and behavioral health partners.
- j) Adhere to the most up to date version of the Coordinated Entry Policies and CoC Standards of Care.
- k) Participate in the CoC and engage regularly with the appropriate work groups.
- l) Demonstrate flexibility, consistency, and kindness in work with clients, CoC, and partners.
- m) Provide transportation to clients as needed.
- n) Follow all ERI program models and related system policies.

#### 4. Documentation Requirements:

- a) **Eligibility** – Documentation must be provided to show client is homeless, at risk of homelessness and/or fleeing/attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking.
  - i. Acceptable documentation includes;
    - (1) Third-party verification (preferred)
    - (2) Intake worker observation
    - (3) Self-certification (when no other method is possible and must be justified in file.
- b) **Supportive Services** – Supportive Services must be offered to each client, documentation of type and duration of services must be included in the client file and expenditures by eligible cost categories must be tracked.
  - i. Acceptable documentation includes:
    - (1) Case notes & individual service plans
- c) **Income Verification** – Client income must be verified initially and annually and documented in the client file.
  - i. Acceptable documentation includes:
    - (1) Source documents (pay stubs, benefit letters, etc...)
    - (2) Third-party verification

- (3) Self-certification (only permitted as last resort)
- d) **Rental Assistance** – The following documents must be in the file for all clients receiving tenant based rental assistance (TBRA)
- i. Lease Agreement
  - ii. Rent Reasonableness
  - iii. Unit Inspections
- e) **Administration** – Applicants must follow the requirements addressed in 2 CFR Part 200 for financial and administrative documentation.

## Outcome and Performance Measures

The CITY/Key to Home is seeking proposals that demonstrate the ability to quickly rehouse and stabilize households experiencing unsheltered homelessness. Measuring performance is critical to improving service delivery and ensuring effectiveness.

The following performance standards articulate the expectations for the encampment rehousing program's performance. The goals identified are intended to serve as benchmarks for success. Data quality is paramount, and it is important to complete timely data entry into HMIS to track progress towards goals.

### Anticipated Rehousing Outcomes:

1. Time to Housing: Households will move into permanent or temporary housing within the timeframe of the individual encampment rehousing closure.
2. Time to Housing: For the limited number of households moving into temporary housing, households will move into permanent housing within 15 days.
3. Housing Stability: Measure the percentage of participants who remain housed for at least 6 months after exiting the program. 90% of participants will remain housed after exit
  - Monitored at 6, 12, and 24-months post exit
4. Connection to Services: Ensure participants are connected to necessary services, such as healthcare, employment training, or childcare. For example, 90% of participants will be connected to at least one supportive service within 30 days of program entry.
5. Data Quality: Maintain HMIS data quality with less than a 5% data error rate.
6. Coordinated Entry: Receive 100% of referrals from CES.

## Evaluation and Selection

The CITY/Key to Home intends to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. This included making recommendations to the Allocation Committee and ensuring project adherence to the CoC Strategic Plan, CES, and Written Standards.

### Allocations Committee:

The CITY/Key to Home will utilize the Allocations Committee of the CoC Board of Directors as the Selection Committee to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Allocations Committee. Only proposals found



to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any Respondent (or representative of any Respondent) to contact or influence any member of the Allocations Committee may disqualify the respondent.

#### **Evaluation Criteria:**

Proposals meeting the minimum submission requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Selection Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighed according to their relative importance.

The City/Key to Home will select a Respondent following the following procedures:

1. The Selection Committee will first evaluate and rank the responsiveness of the RFP responses against the criteria listed below and provide an assessment of that score.
2. A Respondent may receive the maximum percentage, a portion of the percentage, or no percentage at all, depending upon the merit of its response, as judged by the Allocations Committee using the scoring criteria outlined in the Program Evaluation/Scoring Rubric.
3. During the review of any proposal, the Allocations Committee may:
  - a. Conduct reference checks relevant to the proposal with any or all the references cited in Proposal to verify all information and rely on or consider all relevant information from such cited references in evaluating Proposals.
  - b. Seek clarification of a Proposal from any or all Respondents and consider such supplementary information when evaluating Proposals.
  - c. Request interviews/presentations with any, some, or all Respondents or Team Members to clarify any questions or considerations based on the information included in Proposals during the evaluation process, and consider any supplementary information obtained from interviews/presentations as part of the evaluation.
  - d. Review prior contract compliance, data quality, and the achievement of outcomes. Applicants whose contracts were terminated in the prior 12 months may be excluded from consideration.
4. Review of substantiated grievances in the prior 24 months.

## Evaluation/Scoring Rubric

Other Scoring Elements	Scoring Description	Maximum Possible Score
<b>Organizational Health and Structure</b>		
Experience with Federal Programs	Description of agency experience with other Federal programs: <ul style="list-style-type: none"> <li>Names of programs</li> <li>Years worked</li> <li>City concerns of relevant monitoring concerns</li> </ul>	10
Organizational Financial Health	The proposer demonstrates outstanding financial health, with: <ul style="list-style-type: none"> <li>Evidence of successful audits and ability to operate a reimbursement-based project</li> <li>The proposal includes evidence of strong financial management practices and financial infrastructure</li> </ul>	10
<b>Services and Experience</b>		
Experience with homelessness and encampment rehousing initiatives	Evaluate the proposer's experience managing and implementing: <ul style="list-style-type: none"> <li>Specific experience with Encampment Rehousing Initiatives</li> </ul>	10
Proposed Scope of Services Alignment to RFP	Ability to: <ul style="list-style-type: none"> <li>Thoroughly aligned with the RFP requirements and expectations</li> <li>Outlines how proposed service meets or exceeds the specified needs and objectives</li> <li>Demonstration of understanding of the RFP's goals</li> </ul>	35
Number Served	Is the number served consistent with the RFP expectations? <ul style="list-style-type: none"> <li>How will the agency ensure the project serves the number proposed?</li> </ul>	10
Reasons for Discharge/Discharge Policy	If a current homeless services provider: <ul style="list-style-type: none"> <li>Provide examples and reasons for discharge</li> <li>Describe your agency's discharge policy</li> </ul>	5
<b>HMIS and CES</b>		
HMIS Participation: Data Quality & Timeliness	Existing HMIS Participating Agencies: Full points awarded when the Overall Score and % of Error Rate are all below 5% & data entered within 72 hours of program entry  New projects: Scored on processes and procedures related to ensuring data quality	10
Collaboration with the CoC	Does agency participate in Coordinated Entry?	10
<b>TOTAL SCORE</b>		0-100

## Grant Application ENCAMPMENT REHOUSING INITIATIVE HOME- ARP

### Application Instructions:

Applicants must submit all application materials electronically:

- In PDF format (including all attachments).
- Narrative submission must be in font size 11, single spaced, with one-inch margins, and should not exceed 5 pages (does not include attachments).
- **Late submissions will not be accepted.**
- Due Date/Time: May 12<sup>th</sup>, 2025 – 5:00pm
- Submit by email to: [jerod.shadid@okc.gov](mailto:jerod.shadid@okc.gov), & [david.delgado@okc.gov](mailto:david.delgado@okc.gov) & cc: [jamie.caves@okc.gov](mailto:jamie.caves@okc.gov)

Organizational Information	
Organization's Name	
501 (C)3?	Yes <input type="checkbox"/> / No <input type="checkbox"/> If no, describe:
Mailing address (City, State, Zip)	
Website	
Phone	
Key Contact for Proposal	
Name	
Position or Title	
Email	
Phone	
Executive Director, CEO, or President	
Name	
Position or Title	
Email	
Phone	
Organization Background	
Legal Name	
DBA	
Date founded	
Tax ID number	
Organization mission statement	
Organization vision statement (if applicable)	

Current annual operating budget		
Number of Full-time staff		
Number of Part-time staff		
Organization Background Narrative		
1	Brief overview of the organization's background/history	
2	Organizations with whom you collaborate and how	
3	Describe your organization's experience with Federal Programs	

4	Describe accounting and financial practices	
Grant Request Information		
Total Amount of request		\$
Total FTEs requested		
Proposed total number of households served		
Grant Request Narrative: Services		
5	Please describe your experience providing in-person, home-based case management. Indicate if the agency has experience with specific supportive services for people experiencing homelessness.	
6	Please describe your experience providing encampment response services.	
7	Please describe your experience working with people living unsheltered.	

8	If you are a current homeless service provider, please describe reasons for program discharge and/or Discharge/Discharge Policies.	
Grant Request Narrative: Data and CES		
9	Please describe your experience utilizing HMIS.	
10	Please describe your experience receiving Coordinated Entry referrals.	
CHECKLIST OF REQUIRED ATTACHMENTS		
Attachment Title		Notes
1.	Project Budget	Please use the provided budget template
2.	Organizational Budget for current fiscal year	Include revenue by source, e.g. Foundations, individuals, government
3.	Most recent Form 990 or Form 990-EZ	
4.	Signed audited financial statements (if available)	Most recent two years
5.	501(C)(3) Documentation	A copy of your 501(C)(3) IRS determination letter
6.	Proof the nonprofit is registered in SAM.gov and not debarred.	