The City of

OKLAHOMA CITY

Planning Department

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

CONTINUUM OF CARE
PERMANENT SUPPORTIVE HOUSING
REQUEST FOR PROPOSALS (RFP)

COC PERMANENT SUPPORTIVE HOUSING

RFP Announced: May 5th, 2025
Responses Due: 5:00 PM on May 23rd, 2025

Apply via Foundant or email to: jerod.shadid@okc.gov & cc: Sharon.leveston-sharpe@okc.gov &
jamie.caves@okc.gov

Late submissions will not be considered.

Point of Contact
Jerod Shadid
Program Planner – Homeless Services
jerod.shadid@okc.gov
(405) 297-3608

&

Sharon Leveston-Sharpe
Senior Planner – Homeless Services
sharon.leveston-sharpe@okc.gov
(405) 297-1712

On behalf of Key to Home Partnership, the City of Oklahoma City, the lead agency for the Continuum of Care (CoC), seeks proposals from nonprofit and governmental agencies to provide rental assistance, case management, and wrap-around services to chronically homeless and highly vulnerable unhoused persons. Solicited services will support approximately 144 homeless individuals between three (3) Projects, annually, in Permanent Supportive Housing (PSH). Proposals should demonstrate innovative approaches to preventing and ending homelessness, leveraging community partnerships, and ensuring sustainable housing solutions.

Applicants may only apply for the entire project . The City of Oklahoma City (CITY) reserved the right to fund one or multiple organizations.

Introduction

The CITY's Planning Department, Community Development Division, is soliciting proposals from experienced service providers for CoC funds in the amount of $1,719,570 (One million, seven-hundred nineteen thousand, five hundred and seventy) dollars, allocated to the City of Oklahoma City by the U. S. Department of Housing and Urban Development (HUD), for use of CoC Program funding aimed at ending homelessness. Available funding will support approximately 144 homeless households annually in Permanent Supportive Housing (PSH) through three (3) separate Projects. Projects are being transferred from the original provider organization so applicants must accept the clients that are currently being assisted. Project flexibilities can be added through grant amendments with HUD and new clients may be housed when current clients leave the project.

CURRENT PROJECT DETAILS

Project 1 = 67 UNITS – (Currently housing 60 HH)   Term: June1 – May 31

RENTAL ASSISTANCE	$497,280
SUPPORTIVE SERVICES	$161,738
ADMINISTRATION	$29,525
TOTAL	**$688,543**

Project 2 = 43 UNITS – (Currently housing 41 HH)   Term: June 1 – May 31

RENTAL ASSISTANCE	$413,292
SUPPORTIVE SERVICES	$108,284
ADMINISTRATION	$14,540
TOTAL	**$536,116**

Project 3 = 34 UNITS – (Currently housing 38 HH)   Term: Oct. 1 – Sept. 30

RENTAL ASSISTANCE	$352,672
SUPPORTIVE SERVICES	$118,970
ADMINISTRATION	$23,269
TOTAL	**$494,911**

Project budgets are as of time of release of RFP. Budgets can be amended to move funds between categories. Administration funds may not exceed 10% of the total budget. CITY retains 50% of Administrative funds.

The CoC Program provides funding to nonprofit providers, states, local governments, and Indian Tribes to help rehouse homeless individuals and families, minimize the trauma and dislocation caused by homelessness, and promote access to mainstream programs.

The CITY will review each proposal to ensure conformance with the guidelines outlined below and HUD's CoC program requirements. This solicitation outlines the program requested and the criteria that must be followed by each entity wishing to be considered for funding. Available funds are drawn down on a reimbursement basis. The funding period may be renewed 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 CoC program regulations and special project terms and conditions.

Funding for CoC PSH activities is limited to serving CoC Qualifying Populations (QPs) in Oklahoma City. Under CoC requirements, eligible PSH individuals and/or households include:

1. Disability: At least one member (adult or child) with a qualifying disability.
2. Experiencing Chronic Homelessness: Funded PSH projects will specifically serve those experiencing chronic homelessness.
3. Additional Criteria: Must meet any additional eligibility criteria outlined in the Fiscal Year Notice of Funding Opportunity (NOFO) under which the project was funded.

Awardees are expected to serve households defined as homeless as defined in 24 CFR 91.5 and referred through the Coordinated Entry System (CES).

This RFP describes the scope of services, the organizational 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 CoC program is available at the Planning Department's 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.

CoC Background

The CoC was established by the U.S. Department of Housing and Urban Development (HUD) in 1994 to streamline the distribution of competitive homeless assistance programs. The program promotes community-wide commitment to ending homelessness by funding nonprofit providers, states, and local governments.

History
- 1994: HUD introduced the CoC process to coordinate various homeless assistance programs and promote stakeholder collaboration.
- 2009: The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act was signed into law, codifying the CoC process and expanding its scope.
- 2012: Regulations governing the CoC program were published, providing detailed guidelines for its implementation.

Regulations and Laws

- McKinney-Vento Homeless Assistance Act: The CoC Program is authorized under subtitle C of title IV of this act (42 U.S.C. §§11381-11389).
- 24 CFR Part 578: This part of the Code of Federal Regulations outlines the purpose, scope, and requirements of the CoC Program. It includes provisions for funding, eligibility, and program operations.

Allocations for FY2024 funding to qualifying jurisdictions were announced on January 21, 2025. The CITY was awarded $7,363,118 through the U.S. Department of Housing and Urban Development (HUD)'s CoC Program, which supports 20 individual projects.

RFP Schedule

Release Date	May 5th, 2025
Technical Assistance Session	Wednesday, May 7th, 1:00 PM
Written Question Due By	Monday, May 12th, 5:00 PM
Due Date/Time for Proposals	May 23rd, 2025, 5:00 PM
Selection and Notification	June 2nd, 2025
Target date for completed contract	June 11th, 2025

Proposal Submission

Instructions for Submission of Full Proposal: Applicants must submit all application materials electronically, in PDF format, including all 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 via Foundant. If applicant does not have Foundant access, submissions can be made by email to: jerod.shadid@okc.gov & cc: Sharon.leveston-sharpe@okc.gov & jamie.caves@okc.gov

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

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

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 Monday, May 12, 2025, to jerod.shadid@okc.gov & cc: sharon.leveston-sharpe@okc.gov

Please contact Jerod Shadid at (405) 297-3608 or jerod.shadid@okc.gov or Sharon Leveston-Sharpe at (405) 297-1712 or sharon.leveston-sharpe@okc.gov for any questions you may have regarding this solicitation.

Technical Assistance

A technical assistance/question-and-answer meeting will be held on **Wednesday, May 7th at 1:00, via Microsoft Teams**. Attendance is <u>**REQUIRED**</u> for all 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 any proposal submitted to public review.

Contact with CITY Staff: Aside from submitting clarifying questions by the date identified in the RFP Schedule and 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 beginning on the date this RFP is issued, until after the final contract e is awarded under this RFP.

Potential applicants may submit *clarifying questions* to appropriate CITY staff listed in this RFP for clarity by the date identified in the RFP Schedule. 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 to make no awards under this RFP, and/or to 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 as 501(c)(3) organizations or government entities, demonstrate sufficient experience for the proposed activity or project, and have current capacity to

administer and carry out the project. Attachments listed on the final page of this RFP must also be submitted for an application to be considered.

Contract Conditions

Contract Conditions: Both parties reserve the right to review quarterly and make recommendations for amendments as needed, with CITY approval. If funded, a Project may be eligible for annual renewal through the CoC funding competition, based on Project performance, Program, and fiscal compliance, and upon mutual agreement between both parties and CITY approval.

Scope of Work

Permanent Supportive Housing

Permanent Supportive Housing (PSH) is defined by HUD as permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to assist households with at least one member (adult or child) with a disability, in achieving housing stability.

Key Elements of PSH
1. Permanent Housing:
   - PSH provides long-term housing without a designated length of stay.
   - Participants must be tenants on a lease (or sublease) for an initial term of at least one year, renewable, and terminable only for cause.
2. Supportive Services:
   - Supportive services are tailored to meet participants' needs and are available for the entire duration of their stay at PSH.
   - These services help participants live independently and maintain housing stability.
3. Eligibility:
   - PSH is specifically designed for individuals and families with disabilities.
   - The CoC prioritizes individuals and families experiencing chronic homelessness.

Eligible Applicants	Nonprofits, government entities, and public housing authorities.
Eligible Participants	100% of persons experiencing chronic homelessness.
Eligible Activities/ Expenses	• Rental Assistance **(rental assistance requires lease to be in client's name)** • Support Services • Project Administrative Costs Reference 24 CFR 578.43-578.63.
Number Served	Approximately 144 households served annually.
Support Services	Grant funds may be used for any supportive service listed as eligible under 578.53.
Match	• Must at a minimum equal to 25 percent of the total grant request. • Match can be cash or in-kind and must be spent on an eligible project costs. 24 CFR 578.73 provides the information regarding match requirements.
HMIS	Must agree to participate in HMIS.
Coordinated Entry	Must accept all referrals from CES.

Project Specific Information

Eligibility:

- Case management staff are responsible for finalizing the client's eligibility for the housing and/or service Project and maintaining eligibility and backup documentation to support final eligibility determinations.
- All funded Projects must accept referrals exclusively through the CES. Prioritization will be addressed before a referral is made. Providers must obtain documentation verifying the client's eligibility status for program admission before housing the referred household.

Housing Search and Placement Services:

- Rapidly house clients who are chronically homeless and living on the street or in an emergency shelter.
- Housing providers will be responsible for communicating with the necessary partners to ensure that clients on their respective caseloads have appropriate leases and that all required documentation has been submitted. This will allow the landlord to receive the agreed-upon incentive fees, application fees, and deposits as applicable.
- Case Managers are expected to review the Lease Agreement with their clients within one week of moving into the unit, so that the clients understand the rules they must follow to remain housed.
- Secure housing based on the participant's preference and the availability of rental units.
- The rent amounts for the housing units must be rent reasonable and pass the Housing Quality Standard (HQS) inspection.

Stabilization Services and Home Visits:

- At a minimum, the Case Manager will meet with each household on their caseload in person at the client's home at least once a month. Services may need to be offered more frequently, and should be adapted to meet the client's needs.
  - The client does not have to participate in services. However, the provider must *offer* services and attempt to engage the client monthly.
- Funded agencies must complete an annual HQS inspection for clients enrolled in their housing programs before a client is housed in a unit. This inspection must also occur annually, and before a lease is renewed, so any issues with the unit can be reported and resolved when the new lease is finalized.
- The program is expected to meet outcome performance measures that will contribute to community efforts to end and reduce homelessness, as measured through System Performance Measures, the CoC Performance Management Plan, and the CoC PSH Program Model.
- PSH Case Managers, agency management and leadership staff (managers, supervisors, team leads, etc.) are expected to attend recurring workgroups for the contracted project type. If the provider agency has a conflict and cannot participate in workgroup meetings, the appropriate Key to Home staff hosting the meeting must be notified beforehand.

Caseloads and FTEs

- PSH Case Managers are expected to maintain a caseload of 1:20. 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.
- 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.

Rental Assistance

- The selected agency must be able to pay monthly rent on behalf of all program participants.

Outcome and Performance Measures

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

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

Anticipated Rehousing Outcomes:

1. Time to Housing: Households will move into permanent housing within 30 days of enrollment.
2. Housing Stability: Measure the percentage of participants who remain housed for at least six (6) months after exiting the program. At least 90% of participants will remain housed after exit
   - Monitored at 6-, 12-, and 24-months post exit
3. 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.
4. Data Quality: Maintain HMIS data quality with less than a 5% data error rate.
5. 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 Allocations 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 Selection Committee using the scoring criteria outlined in the Program Evaluation/Scoring Rubric.
3. During the review of any proposal, the Selection Committee may:
    a. Conduct reference checks relevant to the proposal with any or all the references cited in the 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
Organizational Health and Structure		
Experience with Federal Programs	Description of agency experience with other Federal programs: • Names of programs • Years worked • Cit Monitoring concerns	10
Organizational Financial Health	The proposer demonstrates outstanding financial health, with: • Evidence of successful audits and ability to operate a reimbursement-based project • The proposal includes evidence of strong financial management practices and financial infrastructure	10
Services and Experience		
Experience with PSH and rehousing initiatives	Evaluate the proposer's experience managing and implementing: • PSH programs and rehousing initiatives in OKC.	10
Proposed Scope of Services Alignment to RFP	Ability to: • Thoroughly aligned with the RFP requirements and expectations • Outlines how proposed service meets or exceeds the specified needs and objectives • Demonstration of understanding of the RFP's goals	35
Number Served	Is the number served consistent with the RFP expectations? • How will the agency ensure the project serves the number proposed?	10
Reasons for Discharge/Discharge Policy	If a current homeless services provider: • Provide examples and reasons for discharge • Describe your agency's discharge policy	5
HMIS and CES		
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 the agency participate in Coordinated Entry?	10
TOTAL SCORE		0-100

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 each response should not exceed the specified character limits.
- **Late submissions will not be accepted.**
- Due Date/Time: May 23rd, 2025 – 5:00 PM
- Submit by email to: jerod.shadid@okc.gov & cc: sharon.leveston-sharpe@okc.gov & jamie.caves@okc.gov

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PROJECT(S) BEING APPLIED FOR (SELECT)

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Organizational Information	
Organization's Name	
501 (C)3?	Yes ☐ / No ☐ 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)	
Organizational Budget & Staffing	
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 PSH and rehousing 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.	

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 not suspended or debarred from SAM.gov	