



REQUEST FOR PROPOSALS FOR THE *NO PLACE LIKE HOME* PROGRAM

Plumas County Behavioral Health
270 County Hospital Rd., Ste. 109
Quincy, CA 95971

RFP Timeline

- Release of the RFP: May 8, 2019
- Question Deadline: May 31, 2019
- Proposal submission deadline: June 7, 2019 (No later than 5:00 p.m. PST)
- Tentative start date for contract: July 15, 2019
- The dates above are subject to change as deemed necessary by the County.

REQUIREMENTS FOR SUBMITTALS

- Response must include *three (3) unbound* originals of the Offer.
- Response must be submitted in a sealed envelope and clearly marked “Response to NPLH RFP” on the exterior of the delivered package.
- Response must be signed, dated, and received by the Plumas County Behavioral Health Department by the RFP Proposal submission deadline of date and time stated above. Late submittals will not be considered.
- Responses received via fax and email will not be considered.

Proposals submitted must be binding for no less than ninety days after the date received. The County will select the proposal, or combination of proposals, that, in its opinion, is in the best interest of the County. The County reserves the right to reject any or all proposals or portions of a proposal. The County also reserves the right to waive minor technicalities in the proposal. The County not only reserves the right at the sole discretion of the County to reject any or all proposals and to waive technicalities, but also reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which is the best proposal. In addition, the County reserves the right to accept the proposal (or proposals) deemed to be in the best interest of the County, i.e., the most qualified proposal will not necessarily be the proposal with the lowest cost. Further, the County reserves the right to accept a proposal (or proposals) for any or all items separately or together.

Consultant inquiries are to be directed to Director Tony Hobson via email at: thobson@pcbh.services

Three (3) originals of the Proposal marked 'Original' and clearly marked as "Response to NPLH RFP" and signed by an officer of the company, will be accepted until June 7, 2019, at 5:00 PM, addressed on the outside as follows:

**Plumas County Behavioral Health
ATTN: Tony Hobson, Director
270 County Hospital Road. # 109
Quincy, CA 95971**

Proposals may also be hand-delivered to the above address by the date and time specified.

It is the responsibility of the Proposer to deliver the proposal in accordance with these instructions contained above and/or elsewhere in the RFP. Proposals dispatched, but not received by the County by proposal closing time, will be kept by the County, unopened.

SELECTION REQUIREMENTS

The selection process will be conducted as follows:

- **Review of Written Proposals**

Using the criteria given under Proposal Format and Content described under the 'RFP Process, Proposal Format and General Information' section of the RFP and with emphasis on meeting all program application threshold requirements of the *No Place Like Home* Program, the Counties of Plumas and Sierra Housing Continuum of Care (CoC) Ratings and Rankings Committee shall review **all proposals** received to determine vendors who are fully qualified to provide the services and support set forth by this RFP.

- **Discussion and Interviews**

The County of Plumas Behavioral Health Director and/or his designee and the Ratings and Rankings Committee of the CoC may hold one or more discussions with the top two ranked consultants who have been deemed to be fully qualified to provide the services and support as set forth by this RFP. Such discussions will be for gathering additional information and understanding the consultant's qualifications, expertise and experience.

- **Evaluation and Ranking**

Using all the information developed during the proposal review and discussion stages, see section on Evaluation Criteria and Procedure, the top two proposals shall be ranked based on the information provided and presented for recommendation to enter into contract with the top ranked consultant to officials of Plumas and Sierra counties.

I. INTRODUCTION

The County of Plumas (“County”), Behavioral Health Department (“PCBH”) invites responses to a Request for Proposal (“RFP”) to:

- 1) draft and submit to CA Department of Housing and Community Development (HCD), on behalf of Plumas and Sierra Counties, the County Plan to Address Homelessness, pursuant to Section 201 of the *No Place Like Home* Program Guidelines and corresponding threshold requirements; see Homeless Plan Checklist and Template, **Attachment A**;
- 2) complete for each county an Affordable Housing Needs Assessment;
- 3) complete for each county a Supportive Services Plan; see **Attachment B**;
- 4) collaborate with each county Planning Director and staff to provide necessary information concerning local homelessness programs to update the Housing Element of the Plumas County and Sierra County General Plans, and;
- 5) working with key stakeholders and the local housing continuum of care (CoC), submit a two-county *No Place Like Home* non-competitive application to the California State Department of Housing and Community Development, inclusive of all program threshold requirements and within the program-delineated timelines.

Non-competitive application templates may be found at:

<http://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml#guidelines>

This RFP is promulgated in accordance with California Welfare and Institutions Code – WIC Division 5 Community Mental Health Services [5849.1-5849.15] Part 3.9 No Place Like Home Program and in accordance with California Housing and Community Development No Place Like Home Program Guidelines

II. DEFINITIONS

For the purposes of this RFP process, the following definitions apply:

- Application means the *No Place Like Home* non-competitive (“over-the-counter”) county application to the California Department of Housing and Community Development (HCD). County application templates may be found at: <http://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml#guidelines>
- At-Risk of Chronic Homelessness for this Program means an adult or older adult with a Serious Mental Disorder or Seriously Emotionally Disturbed child or adolescent who meet one or more of the criteria below. All persons qualifying under this definition must be prioritized for available housing by using a standardized assessment tool that ensures that those with the greatest need for Permanent Supportive Housing and the most barriers to housing retention are prioritized for the Assisted Units available to persons At-Risk of Chronic

Homelessness pursuant to the terms of the Project regulatory agreement. Qualification under this definition can be done through self-certification or in accordance with other established protocols of the *Coordinated Entry System* or other alternate system used to prioritize those with the greatest needs among those At-Risk of Chronic Homelessness for referral to available Assisted Units.

- Chronically Homeless for this Program means an adult or older adult with a Serious Mental Disorder or a Seriously Emotionally Disturbed child or adolescent who meet the criteria according to 24 Code of Federal Regulations Section 578.3.
- Consultant means the person(s) or entity(ies) who enters into a Contract to provide deliverables as detailed in the introduction section of this RFP to:
 - 1) draft and submit to CA Department of Housing and Community Development (HCD), on behalf of Plumas and Sierra Counties, the County Plan to Address Homelessness, pursuant to Section 201 of the *No Place Like Home* Program Guidelines and corresponding threshold requirements; see Homeless Plan Checklist and Template, **Attachment A**;
 - 2) complete for each county an Affordable Housing Needs Assessment;
 - 3) complete for each county a Supportive Services Plan; see **Attachment B**;
 - 4) collaborate with each county Planning Director and staff to provide necessary information concerning local homelessness programs to update the Housing Element of the Plumas County and Sierra County General Plans, and;
 - 5) working with key stakeholders and the local housing continuum of care (CoC), submit a two-county *No Place Like Home* non-competitive application to the California State Department of Housing and Community Development, inclusive of all program threshold requirements and within the program-delineated timelines.
- Continuum of Care (CoC) means the group of county stakeholders, including individual and agency stakeholders from one or more counties, who work to address common affordable housing and homeless plan initiatives to combat homelessness in their region. Plumas and Sierra Counties belong to a larger consortium of seven Northern California counties that constitute the NorCal CoC, including the lead county of Shasta.
- Contract means the written agreement between the County and any Responder selected to provide the deliverables outlined in this RFP. The County intends to use its standard Services Agreement (SA), **Attachment C**, attached hereto and incorporated herein, as the template for the Contract.
- County Business Days means Monday through Friday except County holidays as designated by the Plumas County Board of Supervisors.

- County Business Hours means 8:00 a.m. to 5:00 p.m., Pacific Standard Time, during County Business Days.
- Department means the California Department of Housing and Community Development.
- Homeless for this program means adults or older adults with a Serious Mental Disorder or a Seriously Emotionally Disturbed child or adolescent who meet the criteria, according to 24 CFR Section 578.3.
- Housing First has the same meaning as in Welfare and Institutions Code Section 8255, including all the core components listed therein.
- HUD means the federal Department of Housing and Urban Development.
- NPLH means the *No Place Like Home* Program administered by the Department.
- Permanent Supportive Housing has the same meaning as “supportive housing,” as defined in Section 50675.14 of the Health and Safety Code, except that “Permanent Supportive Housing” shall include associated facilities if used to provide services to housing residents. Permanent Supportive Housing does not include “Community care facilities” as set forth in Section 1502 of the Health and Safety Code, “Mental health rehabilitation centers” as defined in Section 5675 of the Welfare and Institutions Code, or other residential treatment programs.
- Plan means the County Plan Addressing Homelessness, a *No Place Like Home* Program threshold requirement to include a summary of planning efforts, a description of homelessness in the County, Service and Outreach Challenges, County and Community Resources Addressing Homelessness, Solutions to Homelessness in Plumas County, No Place Like Home Data Collection in each county, and a description of the County’s Coordinated Entry System (CES). *No Place Like Home* Homelessness Plan checklist and template are attached to this RFP as **Attachment A**.
- Program means the *No Place Like Home* Program.
- Proposal means the written submission to the County in response to this RFP.
- Request for Proposal (“RFP”) means this invitation to submit a Proposal to include the deliverables as described in items 1-6 in the Introduction section of

this RFP.

- Responder means any person or entity submitting a Proposal.
- Serious Mental Disorder has the same definition as in Welfare and Institutions Code Section 5600.3
- Supportive Housing has the same meaning as in Section 50675.14 of the Health and Safety Code, that is, housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. Supportive Housing shall include associated facilities if used to provide services to housing residents. Supportive Housing does not include “health facility” as defined by Section 1250 of the Health and Safety Code or any “alcoholism or drug abuse recovery or treatment facility” as defined by Section 11834.02 of the Health and Safety Code or “Community care facilities” as set forth in Section 1502 of the Health and Safety Code, “Mental health rehabilitation centers” as defined in Section 5675 of the Welfare and Institutions Code, or other residential treatment programs.
- Supportive Services Plan is a threshold requirement for the *No Place Like Home* non-competitive application describing the County’s plan for supportive services that will be available to the target population of any NPLH housing development of permanent supportive housing, including a plan for outreach and engagement, case management, a transportation plan, a list of available services, services competencies, an itemized budget, collaboration between supportive services staff and property management staff, communication protocols among involved parties, and the project’s physical design – what will a supportive services plan look like at the housing site. A template for the Supportive Services Plan is attached to this RFP as **Attachment B**.
- Target Population means members of the target populations identified in Welfare and Institutions Code Section 5600.3 (a) and (b) (adults or older adults with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents), who are Homeless, Chronically Homeless, or At-Risk of Chronic Homelessness. This includes persons with co-occurring mental and physical disabilities or co-occurring mental and substance use disorders.
- Threshold Requirements include the set of qualities, experience, engagement, collaboration, and planning efforts that a County must complete to meet eligibility for the No Place Like Home non-competitive application submission and award of funding. A list and explanation of the Program threshold

requirements and a comprehensive description of the program may be found in the Program Guidelines found at the NPLH website: <http://www.hcd.ca.gov/grants-funding/active-funding/docs/NPLHGuidelines082519-v1.pdf>

In the event any defined term is used in this RFP that is not defined in this document, the defined term shall have the meaning attributed to it in the Contract.

1) BACKGROUND AND PURPOSE

The purpose of the *No Place Like Home* Program (NPLH) is to provide financing for the development of permanent supportive housing for individuals living with serious mental illness who are homeless, chronically homeless, or at-risk of chronic homelessness.

No Place Like Home provides funding and tools that allow the State Department of Housing and Community Development (Department) to address affordability issues associated with creating housing units that are specifically set aside for persons with serious mental illness who are chronically homeless, homeless, or at-risk of being chronically homeless.

Under the program, the Department may make loans to reduce the initial cost of acquisition and/or construction or rehabilitation of housing and may set funds aside to subsidize extremely low rent levels over time.

2) CONTRACT INFORMATION

If the County chooses to fund and proceed with this *No Place Like Home* Proposal, it will enter into a Contract with the selected Responder. The County intends to use its standard Services Agreement (SA), attached to this RFP as **Attachment C** as a template for the Contract. Certain terms of the County's standard SA template are subject to negotiation and completion once the successful Responder(s) is/are selected. The County may, in its sole discretion, agree to modify a term that is otherwise not subject to negotiation.

The Contract will be for an initial term of 12 months and may contain a provision for an extension of the initial term for additional 12-month terms. Exercise of the option to extend the term of the Contract will be based on continued funding, the results of an evaluation of the services provided, and the County's subjective satisfaction with the Contractor's performance.

3) RFP PROCESS, PROPOSAL FORMAT & GENERAL INFORMATION

A. INQUIRIES

To make inquiries regarding this RFP, Responders may contact only the RFP Contact and are specifically directed not to contact other County officers, employees, or agents on any matter related to this RFP. Failure to comply with the preceding sentence may result in a Responder being barred from consideration under this RFP. For purposes of this section of this RFP, the word “officer” does not include members of the Plumas County Board of Supervisors.

Questions to County shall be submitted via E-mail to the RFP Contact. Answers will be sent via email to the individual who asked the question. The County will not respond to any questions submitted after the Question Deadline stated on this RFP.

Any Responder who attempts to influence the RFP process by interfering or colluding with other Responders and/or with any County officer, employee, or agent; or who deviates from the RFP process as set forth in the requirements, or terms and conditions of the RFP, may be disqualified at any time from further participation in the RFP process.

B. PROPOSAL FORMAT & CONTENT

Each Proposal must include the following:

- 1) A completed Proposal Summary and Certifications, (see required Certifications List template, attached to this RFP as **Attachment D**);

Proposal Summary must include detail of deliverables stated herein and proposed deadlines for each project deliverable, and description and strategies for meeting each HCD *NPLH* non-competitive application threshold requirement.

- 2) A completed Statement of Experience and Qualifications as it relates to the Proposal deliverables.
- 3) A completed Proposal Scope of Work, fully describing each deliverable in the RFP, including but not limited to establishing a completion timeline for each phase of the project. This will be used as **Exhibit A – Scope of Work** in the County Standard Agreement.
- 4) A completed Proposal Budget and Budget Narrative that will be used as **Exhibit B – Fee Schedule** in the County Standard Agreement.

4) EVALUATION CRITERIA AND PROCEDURE

- A. The contract, if awarded, will be awarded to the Responder submitting the Proposal deemed, by the County, in its sole discretion based on the Ratings and Rankings Committee’s recommendation of the top two proposals, to be in the best interest of the County. The County is not required to enter into a Contract with the particular Responder who submits the least costly Proposal.
- B. Failure to comply with all the requirements of this RFP and to provide all requested information may result in the Proposal being rejected and given no consideration. The determination of compliance with the terms and conditions of this RFP will be in the County’s sole judgment and its judgment will be final and conclusive.
- C. Should more than one Responder submit a Proposal, the following evaluation process will be used to select the Contractor. The factors such as, but not limited to, the following will be considered in the evaluation process:

	Points
Technical Approach/Understanding of Project	15
Originality/Effectiveness of Responder’s Approach	20
Responder’s Background and Experience in Performing Similar Projects	20
Performance Measures/Program Evaluation	15
Community Partnerships/Collaboration/Community Involvement	20
Budget and Budget Narrative	10
Total Points	100

- D. After receiving the Proposals, the County may schedule interviews at its sole discretion with some or all of the Responders and may establish a ranked list of the Responders evaluated. The Responder receiving the highest ranking may be asked to enter into the Contract negotiation stage.
- E. If an agreement to enter into a Contract cannot be reached with the Responder receiving the highest ranking, then the negotiations with that Responder will be terminated. Negotiations may then be opened with the next ranked Responder and the process repeated, or the county may elect at any time to reject all submitted Proposals and terminate this RFP process. Once negotiations with a Responder are terminated, the County will not reopen negotiations with that Responder.
- F. Notwithstanding anything to the contrary in this RFP, the County reserves the right to award the Contract to the Responder(s) whose Proposal is determined by the County, in its sole discretion, to be in the best interest of the County.

The County is not required to award the Contract to the Responder that submits the least costly Proposal. Furthermore, the County reserves the right to award one or more Contracts to one or more Responders as a result of this RFP.

- G. If a Responder is selected and a Contract is negotiated with that Responder, the County shall issue a written Notice of Intent to Award a Contract to each Responder that submitted a Proposal. The County shall consider any protest or objection to the Contract award pursuant to this RFP, provided that it is submitted in writing and received by the County's contact person at the address listed in this RFP within 10 calendar days of the date stated on the County's written Notice of Intent to Award a Contract. The protest shall identify all bases on which the protest is based. Any protest or objection will be considered and resolved by the CoC Ratings and Rankings Committee along with the input of the Plumas County Behavioral Health Director, whose decision shall be final and conclusive. The Contract may be executed by the County after the expiration of the period to protest or object, or after a final decision on any protest or objection, whichever is later.

5. ATTACHMENTS AND ADDITIONAL INFORMATION

Attachment A – *No Place Like Home* Homelessness Plan Checklist and Template

Attachment B – Supportive Services Plan Template

Attachment C – County Standard Agreement Template

Attachment D – Responder Certifications List



Attachment A

No Place Like Home Program

Summary of County Plan Requirements

Background

The purpose of the No Place Like Home (NPLH) Program is to provide financing for the development of permanent supportive housing for individuals living with serious mental illness who are homeless, chronically homeless, or at-risk of chronic homelessness.

One of the threshold requirements counties must meet to access funding under the No Place Like Home (NPLH) program is to submit a plan specifying goals, strategies and activities both in process or to be initiated to reduce homelessness and make it non-recurring. Projects counties propose under NPLH must be connected to the goals and strategies counties identify in these plans. For the purpose of this program, the definition of County includes the City of Berkeley and the Tri Cities (Claremont, Pomona, and La Verne), per the Bronzan McCorquodale Act.

Crafting the Plan

A County plan or the latest update to the plan cannot be more than five (5) years old at the time of the County's application for NPLH funds, it must be easily accessible to the public, and it must have been developed in a collaborative process with community input that includes the following:

- i. County representatives with expertise from behavioral health, public health, probation/criminal justice, social services, and housing departments;
- ii. The local homeless Continuum(s) of Care within the County;
- iii. Jurisdictions within the County including cities, and unincorporated areas;
- iv. Housing and Homeless services providers, especially those with experience providing housing or services to those who are Chronically Homeless;
- v. County health plans, community clinics and health centers, and other health care providers, especially those implementing pilots or other programs that allow the County to use Medi-Cal or other non-MHSA funding to provide or enhance services provided to NPLH tenants, or to improve tracking of health outcomes in housing;
- vi. Public housing authorities; and
- vii. Representatives of family caregivers of persons living with serious mental illness.

Plan Content

The following checklist and template outline key elements required in a County plan. A County may use the checklist as a roadmap to create a new plan or to assess whether an existing plan satisfies the NPLH Program Guidelines, hereafter referred to as "the Guidelines". If a county is re-purposing an existing document, such as a homeless Continuum of Care plan, Mental Health Services Act fund expenditure plan or another plan to reduce homelessness that the County or County department has drafted, it must include a section specifically focused on homelessness. The attached template may be used by a county to help frame the structure of a plan and ensure all required content is included.



Attachment A

No Place Like Home

County Homelessness Plan Checklist

This checklist outlines the key elements needed to meet the No Place Like Home (NPLH) program threshold requirements outlined in Section 201 of the Guidelines. See Section 101 of the Guidelines for defined terms.

Step 1: Plan Development:

- The County developed the plan through a collaborative process that included community input from **all** of the following groups:
 - County representatives with relevant expertise from:
 - Behavioral Health
 - Public Health
 - Probation/Criminal Justice
 - Social Services
 - Housing Departments
 - Local homeless Continuums of Care within the County
 - Housing and Homeless services providers, especially those with experience providing housing or services to those who are Chronically Homeless
 - Health care providers, including:
 - County health plans
 - Community clinics and health centers
 - Other relevant providers, especially those implementing pilots or other programs that allow the County to use Medi-Cal or other non-MHSA funding to provide or enhance services provided to NPLH tenants or to improve tracking of health outcomes in housing
 - Public housing authorities, and
 - Representatives of family caregivers of persons living with serious mental illness

Step 2: Plan Elements: The County plan includes **all** of the following:

- An overall description of the County's goals, strategies, and activities, both in process and to be initiated, to reduce homelessness and to make it non-recurring
- A description of homelessness County-wide, including a discussion of the estimated number of residents experiencing Homelessness or Chronic Homelessness among single adults, families, and unaccompanied youth. To the extent possible, the estimated number of residents experiencing Homelessness or Chronic Homelessness who are also:
 - Experiencing serious mental illness
 - Experiencing co-occurring disabilities or disorders, or



Attachment A

- Children with a Serious Emotional Disturbance
- A description of special challenges or barriers to serving people who are members of the NPLH Target Population: adults or older adults with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or Adolescents, who are Homeless, Chronically Homeless, or At-Risk of Chronic Homelessness as defined under the Guidelines
- County resources applied to address homelessness, including efforts undertaken to prevent the criminalization of activities associated with homelessness
- An outline of partners in ending homelessness
- Proposed solutions the County plans to undertake to reduce and end homelessness
- Systems in place to collect the data, but not limited to fulfill the audit required under Section 214 of the NPLH Program Guidelines, including:
 - Submittal of annual compliance reports, similar to reports required in 25 CCR Section 7300, et. seq.
 - Gathering data from property managers, lead service providers, and (if the County desires) the Homeless Management Information Systems for each of the County's homeless Continuums of Care, and report that data on factors listed in Section 214(e) of the Guidelines, and
 - Description of efforts and barriers to collecting the data in Section 214(g) of the Guidelines regarding changes to health care outcomes and utilization, and incarceration outcomes and utilization.
- Specific efforts to ensure the homeless are being referred to NPLH-funded units based on a Coordinated Entry System (CES) process, or an alternate referral system for people meeting the "At Risk of Chronic Homelessness" definition in the Guidelines, and that all referrals to NPLH-funded units are made on a nondiscriminatory basis.
 - If persons of any particular race, color, religion, sex, age, national origin, familial status, disability, sexual orientation, or gender identity are unlikely to access or receive communications publicizing the CES referral process, the plan must discuss the County's process to ensure that these persons are made aware of the assessment and referral process.

Step 3: Post and update:

- The plan, or the latest update to the plan, is less than five years old at the time of the County's application for NPLH funds.
- The plan is easily accessible to the public.



Attachment A

No Place Like Home Program – Sample Template County Plan Addressing Homelessness

Summary

[Overview of the planning efforts to address homelessness in the County, including specific goals, strategies and activities and the specific period in which these goals, strategies, and activities will be implemented. Include current efforts and initiatives, particularly efforts to end homelessness and make it non-recurring. Please include efforts of local partner jurisdictions, including cities and unincorporated areas.]

Homelessness in [County]

[Describe homelessness in the County. Please include jurisdictions within the county including cities and unincorporated areas. It is recommended, though not required, that this be based on the homeless Continuum(s) of Care most recent point-in-time count, to the extent the count covers or approximates the County's boundaries. Include in the description the overall number of people experiencing homelessness, as well as the number of single adults, families and unaccompanied youth experiencing homelessness, and the number of people experiencing chronic homelessness.]

[Where possible, describe the number of people experiencing homelessness who also have serious mental illness, have co-occurring disabilities, or who are children or adolescents with a Serious Emotional Disturbance.]

Service and Outreach Challenges

[Describe any challenges or barriers the County anticipates in providing service to No Place Like Home eligible individuals/families. This could include barriers such as transportation barriers, lack of partner agencies, inadequate housing and services resources, need for increased coordination among services providers, need for increased data collection and analysis capacity, emerging implementation of a Coordinated Entry System, implementing a referral process and services plan for people At-Risk of Chronic Homelessness, etc.]

County and Community Resources Addressing Homelessness

[Describe the County and city resources that are being used to address homelessness, including resources for homeless services.]

County Efforts to Prevent Criminalization of Homelessness (required)

[For example: Outline any efforts to prevent criminalization of homelessness, such as a homeless court or other alternative court programs, homeless outreach teams that divert people experiencing homelessness to community resources, psychiatric emergency response teams, efforts to link people experiencing homelessness with supports and services rather than jail, etc.].

Community-Based Resources

[Describe the range of current community-based services available to people experiencing homelessness.]



Attachment A

Partners in Ending Homelessness

[Describe the County's partners, including cities within the County who are working to end homelessness. This description could include local homeless Continuums of Care, housing and homeless services providers, health plans, community clinics and health centers, and other health care providers, public housing authorities, and people with lived experience of homelessness. If there are barriers, such as lack of key stakeholder entities, please explain.]

Solutions to Homelessness in [County]

[Describe the solutions and models the County intends to pursue during the period identified in the plan. Describe partnerships with jurisdictions within the County]

No Place Like Home Data Collection in [County]

[Describe systems in place to collect the data required under NPLH, including systems to ensure--

- The NPLH project sponsors submit an independent audit for projects funded, prepared by a certified public accountant,
- The NPLH project sponsors submit annual compliance reports,
- The NPLH project sponsors submit NPLH project-specific data outlined in Section 214 of the NPLH Guidelines]

[In addition, if the information is readily available, describe planning efforts to provide aggregated data on the following:

- Emergency room visits for NPLH tenants before and after move-in
- Average number of hospital and psychiatric facility admissions and in-patient days before and after move-in
- Number of arrests and returns to jail or prison before and after move-in.

Include a description of barriers to collecting these data, and how the County intends to work through the challenges.]

Coordinated Entry System

[Describe the Coordinated Entry System the homeless Continuum(s) of Care are operating in the County, with a brief description of how it is being implemented.]

[Describe plans to refer eligible people to NPLH-funded units, including plans to refer people meeting the definition of "At-Risk of Chronic Homelessness" through the existing or separate Coordinated Entry System. Include a description of any additional procedures the County or the homeless Continuum(s) of Care developed to make all persons experiencing homelessness aware of the assessment and referral process to access available housing, including outreach to persons who may experience barriers to accessing the assessment and referral system related to race, color, religion, sex, age, national origin, familial status, disability, sexual orientation, or gender identity.]

No Place Like Home Supportive Services Plan Template

Collaboration with County on developing a supportive services plan regarding the provision of or referral to services needed by individual tenants, with County, including but not limited to substance use treatment services, for a minimum of 20 years. Except as otherwise noted below, the following required services can be provided onsite at the Project or offsite at another location easily accessible to tenants:

- Case management;
- Peer support activities;
- Mental health care, such as assessment, crisis counseling, individual and group therapy, and peer support groups;
- Substance use services, such as treatment, relapse prevention, and peer support groups;
- Support in linking to physical health care, including access to routine and preventive health and dental care, medication management, and wellness services;
- Benefits counseling and advocacy, including assistance in accessing SSI/SSP, enrolling in Medi-Cal; and
- Basic housing retention skills (such as Unit maintenance and upkeep, cooking, laundry, and money management).

The property management staff and service providers must make participation in supportive services by NPLH tenants voluntary. Access to or continued occupancy in housing cannot be conditioned on participation in services or on sobriety. The supportive services plan must describe the services to be made available to NPLH tenants in a manner that is voluntary, flexible and individualized, so NPLH tenants may continue to engage with supportive services providers, even as the intensity of services needed may change. Adaptability in the level of services should support tenant engagement and housing retention.

Part I. Target Population Narrative

Provide a detailed narrative of the Target Population to be served, and identification of any additional sub-population target or occupancy preference for the Project (all sub-population targeting must be approved by HCD prior to construction loan closing and must be consistent with federal and state fair housing requirements).

[For example: The primary population that will be served consists of single adults with serious mental illness who are homeless or at risk of homelessness and who are eligible to receive intensive supportive services from the Full-Service Partnership (FSP) program. Age groups to be served include transitional age youth, adults, and older adults.]

Part II. Tenant Outreach, Engagement, and Retention Strategies

Services in the NPLH Program must be voluntary, flexible, and individualized so that NPLH tenants may continue to engage with supportive services providers, even as the intensity of services needed may change. Adaptability in the level of services should support tenant engagement and housing retention. Describe the plan for conducting tenant outreach, engagement and retention strategies to be used in support of these Program objectives.

[For example: Life skills training regarding housing maintenance, social skills, and money management are also special needs of formerly homeless residents adjusting to the responsibilities of self-sufficiency.]

Part III. List of Services

Identify all required services, and any other services that are encouraged to be part of the SSP, in the table below. Provide a detailed description of each service to be offered, the frequency of each service, the proposed service provider, location, and general hours of availability of the services.

Type of Service	Description	Provider	Distance in Miles from Project Site	Frequency of Offered Service	Hours of Availability
Case Management/ Peer Support Activities /Basic housing retention skills	[Example: Linkage to community-based services which assist tenants with reaching their recovery goals and maintaining their housing. Case management services include access to funding which provides ancillary purchases such as groceries, household items, social skill-building activities, etc.]				

Part IV. Transportation Plan

For services provided off-site, (not at the Project site), provide a detailed narrative on what transportation options will be available to tenants in order to provide them with reasonable access to these services. Reasonable access is access that does not require walking more than ½ mile.

[For example: The Project Site will be located near a bus stop for the Redding Area Bus Authority (RABA). In addition to regular bus routes, RABA also provides on-demand door-to-door services for those who require transportation accommodations.]

Part V. Services Competency

- (A) Describe how the services are linguistically and culturally competent for persons of different races, ethnicities, sexual orientations, gender identities, and gender expressions.*

- (B) Explain how services will be provided to NPLH tenants who do not speak english, or have other communication barriers, including sensory disabilities.*

- (C) Explain how communication among the services providers, the property manager, and these tenants will be facilitated.*

Part VI. Estimated Itemized Budget

Provide a line item Supportive Services Budget for your proposed Project below. Include all costs and funding sources associated with implementing your SSP.

Part VII. Collaboration of Supportive Services and Property Management Staff

Describe how the supportive services staff and property management staff will collaborate to prevent evictions, adopt and ensure compliance with harm reduction principles, and facilitate the implementation of reasonable accommodation policies from rent-up to on-going Project operations.

Part VIII. Communication Protocols

Provide a detailed narrative on the communication protocols to be utilized by the services providers and the property manager.

Part IX. Project Physical Design

Provide a detailed narrative on how the physical design of the Project fosters tenant engagement, on-site supportive services provision, security and safety, and sustainability of equipment, furnishings, and fixtures.

Part X. Other Additional Information

Provide any other information necessary to evaluate the supportive services to be offered consistent with NPLH Program requirements.

Services Agreement

This Agreement is made by and between the COUNTY OF PLUMAS, a political subdivision of the State of California, by and through its **[Name of Department]** (hereinafter referred to as "County"), and _____, a _____ [Form of Entity, e.g., "a California corporation" or "an individual"] (hereinafter referred to as "Contractor").

The parties agree as follows:

1. Scope of Work. Contractor shall provide the County with services as set forth in Exhibit A, attached hereto.
2. Compensation. County shall pay Contractor for services provided to County pursuant to this Agreement in the manner set forth in Exhibit B, attached hereto. The total amount paid by County to Contractor under this Agreement shall not exceed _____ Dollars (\$_____).
3. Term. The term of this agreement shall be from _____, 20__ through _____, 20__, unless terminated earlier as provided herein.
4. Termination. Either party may terminate this agreement by giving thirty (30) days written notice to the other party.
5. Non-Appropriation of Funds. It is mutually agreed that if, for the current fiscal year and/or any subsequent fiscal years covered under this Agreement, insufficient funds are appropriated to make the payments called for by this Agreement, this Agreement shall be of no further force or effect. In this event, the County shall have no liability to pay any further funds whatsoever to Contractor or furnish any other consideration under this Agreement and Contractor shall not be obligated to perform any further services under this Agreement. If funding for any fiscal year is reduced or deleted for the purposes of this program, the County shall have the option to either cancel this Agreement with no further liability incurring to the County or offer an amendment to Contractor to reflect the reduced amount available to the program. The parties acknowledge and agree that the limitations set forth above are required by Article XVI, section 18 of the California Constitution. Contractor acknowledges and agrees that said Article XVI, section 18 of the California Constitution supersedes any conflicting law, rule, regulation or statute.
6. Warranty and Legal Compliance. The services provided under this Agreement are non-exclusive and shall be completed promptly and competently. Contractor shall guarantee all parts and labor for a period of one year following the expiration of the term of this Agreement unless otherwise specified in Exhibit A. Contractor agrees to comply with all applicable terms of state and federal laws and regulations, all applicable grant funding conditions, and all applicable terms of the Plumas County Code and the Plumas County Purchasing and Practice Policies.
7. Amendment. This Agreement may be amended at any time by mutual agreement of the parties, expressed in writing and duly executed by both parties. No alteration of the

____ COUNTY INITIALS

CONTRACTOR INITIALS _____

terms of this Agreement shall be valid or binding upon either party unless made in writing and duly executed by both parties.

8. Indemnification. To the furthest extent permitted by law (including without limitation California Civil Code Sections 2782 and 2782.8, if applicable), County shall not be liable for, and Contractor shall defend and indemnify County and its officers, agents, employees, and volunteers (collectively “County Parties”), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics; liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorney’s fees and court costs (hereinafter collectively referred to as “Claims”), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Contractor or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive of County Parties. Contractor shall have no obligation, however, to defend or indemnify County Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County Parties.

9. Insurance. Contractor agrees to maintain the following insurance coverage throughout the term of this Agreement:
 - a. Commercial general liability (and professional liability, if applicable to the services provided) coverage, with minimum per occurrence limit of the greater of (i) the limit available on the policy, or (ii) one million dollars (\$1,000,000).

 - b. Automobile liability coverage (including non-owned automobiles), with minimum bodily injury limit of the greater of (i) the limit available on the policy, or (ii) two-hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per accident, as well as a minimum property damage limit of the greater of (i) the limit available on the policy, or (ii) fifty thousand dollars (\$50,000) per accident.

 - c. Each policy of commercial general liability (and professional liability, if applicable to the services provided) coverage and automobile liability coverage (including non-owned automobiles) shall meet the following requirements:
 - i. Each policy shall be endorsed to name the County, its officers, officials, employees, representatives and agents (collectively, for the purpose of this section 9, the “County”) as additional insureds. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13; and

- ii. All coverage available under such policy to Contractor, as the named insured, shall also be available and applicable to the County, as the additional insured; and
 - iii. All of Contractor's available insurance proceeds in excess of the specified minimum limits shall be available to satisfy any and all claims of the County, including defense costs and damages; and
 - iv. Any insurance limitations are independent of and shall not limit the indemnification terms of this Agreement; and
 - v. Contractor's policy shall be primary insurance as respects the County, its officers, officials, employees, representatives and agents, and any insurance or self-insurance maintained by the County, its officers, officials, employees, representatives and agents shall be in excess of the Contractor's insurance and shall not contribute with it, and such policy shall contain any endorsements necessary to effectuate this provision. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13; and
 - vi. To the extent that Contractor carries any excess insurance policy applicable to the work performed under this Agreement, such excess insurance policy shall also apply on a primary and non-contributory basis for the benefit of the County before the County's own primary insurance policy or self-insurance shall be called upon to protect it as a named insured, and such policy shall contain any endorsements necessary to effectuate this provision.
- d. Workers Compensation insurance in accordance with California state law.

If requested by County in writing, Contractor shall furnish a certificate of insurance satisfactory to County as evidence that the insurance required above is being maintained. Said certificate of insurance shall include a provision stating that the insurers will not cancel the insurance coverage without thirty (30) days' prior written notice to the County. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time. Contractor shall require all subcontractors to comply with all indemnification and insurance requirements of this agreement, and Contractor shall verify subcontractor's compliance.

10. Licenses and Permits. Contractor represents and warrants to County that it or its principals have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for Contractor to practice its profession and to perform its duties and obligations under this Agreement. Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for

Contractor or its principals to practice its professions and to perform its duties and obligations under this Agreement.

11. Relationship of Parties. It is understood that Contractor is not acting hereunder as an employee of the County, but solely as an independent contractor. Contractor, by virtue of this Agreement, has no authority to bind, or incur any obligation on behalf of, County. Except as expressly provided in this Agreement, Contractor has no authority or responsibility to exercise any rights or power vested in County. It is understood by both Contractor and County that this Agreement shall not under any circumstances be construed or considered to create an employer-employee relationship or joint venture.
12. Assignment. Contractor may not assign, subcontract, sublet, or transfer its interest in this Agreement without the prior written consent of the County.
13. Non-discrimination. Contractor agrees not to discriminate in the provision of service under this Agreement on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, age, or medical condition.
14. Choice of Law. The laws of the State of California shall govern this agreement.
15. Interpretation. This agreement is the result of the joint efforts of both parties and their attorneys. The agreement and each of its provisions will be interpreted fairly, simply, and not strictly for or against either party.
16. Integration. This Agreement constitutes the entire understanding between the parties respecting the subject matter contained herein and supersedes any and all prior oral or written agreements regarding such subject matter.
17. Severability. The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.
18. Headings. The headings and captions contained in this Agreement are for convenience only and shall be of no force or effect in construing and interpreting the provisions of this Agreement.
19. Waiver of Rights. No delay or failure of either party in exercising any right, and no partial or single exercise of any right, shall be deemed to constitute a waiver of that right or any other right.
20. Conflict of Interest. The parties to this Agreement have read and are aware of the provisions of Government Code section 1090 *et seq.* and section 87100 *et seq.* relating to conflicts of interest of public officers and employees. Contractor represents that it is unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement and is later discovered by the County, the County may immediately terminate this Agreement by giving written notice to Contractor.

21. Notice Addresses. All notices under this Agreement shall be effective only if made in writing and delivered by personal service or by mail and addressed as follows. Either party may, by written notice to the other, change its own mailing address.

County:

[Name of Department]

County of Plumas

[Street address]

[City, state, zip]

Attention: [Name of contact person/official]

Contractor:

[Name]

[Street address]

[City, state, zip]

Attention: [Name of contact person/official]

22. Time of the Essence. Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision thereof, and each such provision is hereby made and declared to be a material, necessary, and essential part of this Agreement.
23. Contract Execution. Each individual executing this Agreement on behalf of Contractor represents that he or she is fully authorized to execute and deliver this Agreement.
24. Retention of Records. If the maximum compensation payable under section 2 of this Agreement exceeds \$10,000, then, pursuant to California Government Code section 8546.7, the performance of any work under this Agreement is subject to the examination and audit of the State Auditor at the request of the County or as part of any audit of the County for a period of three years after final payment under the Agreement. Each party hereto shall retain all records relating to the performance and administration of this Agreement for three years after final payment hereunder, and Contractor agrees to provide such records either to the County or to the State Auditor upon the request of either the State Auditor or the County.
25. Conflicts. In the event of any conflict between the terms of this Agreement and the terms of any exhibit hereto, the terms of this Agreement shall control, and the conflicting term of the exhibit shall be given no effect. Any limitation of liability contained in an attached exhibit shall be null and void.

IN WITNESS WHEREOF, this Agreement has been executed as of the date set forth below.

CONTRACTOR:

COUNTY:

[Name], a [type of Entity]

County of Plumas, a political subdivision of the State of California

By: _____

By: _____

Name:

Name:

Title:

Title:

Date signed:

Date signed:

By: _____

APPROVED AS TO FORM:

Name:

Title:

Date signed:

R. Craig Settlemire
Plumas County Counsel

[Note with respect to Contractor signatures: Individuals shall sign on their own behalf. A general partner must sign on behalf of any partnership.]

IMPORTANT: With respect to corporations, we need you to follow one of the following two procedures:

(1) Under Corporations Code Section 313, we need two signatures, one from each of these two categories:

- A. Chairman of the Board, the President or any Vice President; and*
- B. The Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer.*

Unfortunately, President and VP are insufficient, as they are both from category 1. President and Secretary, though, would work, as would Vice President and CFO, as examples. Moreover, if one person holds offices in each of the two categories (e.g., "Joe Smith, VP and CFO"), then that person's single signature would suffice.

(2) An alternative procedure would be to obtain from Contractor a copy of the resolution from its Board of Directors that states who at the company has authority to sign for different types of transactions, and then verify that the person executing this Agreement has authority to do so. For a larger corporation, this is the more likely procedure, and any well-run corporation will have this document ready to give to you upon request.]

EXHIBIT A

Scope of Work

EXHIBIT B
Fee Schedule

No Place Like Home RFP Responder Certifications:

- | | |
|--|--|
| 1. Do you agree to comply with specifications, RFP instructions, draft Contract requirements and other pertinent references contained in this RFP? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Do you agree that the information and costs provided in the proposal will remain unchanged and will not be withdrawn for a period of 90 days after the submission deadline? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Do you certify that all statements contained within the submitted Proposal are true, and acknowledge that if the Proposal is found to contain any false statements, the County may declare any Agreement or Contract made as a result of the Proposal to be void? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Do you agree to provide the County with any other information the County determines is necessary for accurate determination of your qualifications to provide the requested services? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Do you certify that the proposal includes <u>all</u> costs incident to the proposed Contract? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Upon execution of the Contract, the chosen responder must agree to receive electronic payments, if required by the County, and may be required to complete an ACH/Direct Deposit Authorization form. Do you agree to be an ACH/Direct Deposit vendor? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. You give permission for the County to contact any and all references provided. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If the answer to any question is “No”, please explain.

[Click here to enter text](#)

I certify that to the best of my knowledge, my responses to the above statements are true and correct.

Signature

Date