

Monterey County Department of Social Services Community Action Partnership Request for Letters of Interest – Safe Parking Program

1.0 INTENT

- 1.1 Monterey County Department of Social Services, hereinafter referred to as “County”, is soliciting interest letters from a qualified organization(s), hereinafter referred to as “CONTRACTOR”, to provide Safe Parking program services to Individuals and families living in their vehicles in Monterey County.
- 1.2 CONTRACTORS may submit an interest letter for the program as outlined within this Request for Letters of Interest.
- 1.3 This solicitation is not intended to create an exclusive service Agreement. No agreement, a single agreement, or multiple agreement awards may be made. County retains the ability, at its sole discretion, to add qualified CONTRACTORS at any time.
- 1.4 Total funds available for this program have not yet been determined. CONTRACTOR shall provide a Letter of Interest outlining their proposed program that addresses the elements in the Scope of Work and provides an estimated total cost for one (1) year of program operations.

2.0 BACKGROUND

- 2.1 In the County of Monterey, there are increasing numbers of homeless individuals who are living in their vehicles as a last resort form of housing. Vehicle dwelling by the homeless population is scattered throughout the County, with some areas having greater density and issues of occupied vehicles than others. Vehicles provide a sense of security for persons experiencing homelessness, as they help alleviate fears that are commonly associated with living on the streets or in shelters. Throughout the County, several ordinances have been enacted that do not allow for overnight parking. As a result, homeless individuals living in their vehicles must move repeatedly, or face the risk of citations and towing. This lack of stability further entrenches individuals into homelessness, and negatively impacts their path to self-sufficiency and housing.
- 2.2 To alleviate this issue, the County of Monterey is seeking to partner in the establishment of a Safe Parking program that allows for overnight parking at predetermined locations for homeless individuals who currently dwell in their vehicles as a form of shelter. The Safe Parking program can be used to connect homeless individuals to homeless service

providers, case management, and other supportive services, including the Coordinated Assessment and Referral System (CARS).

3.0 SCOPE OF WORK

3.1 The SCOPE OF WORK includes but is not limited to the following:

Operations and oversight of a Safe Parking Program - CONTRACTOR shall manage and operate a safe parking program to cover some or all of Monterey County with a focus on regions impacted by persons sleeping in vehicles.

CONTRACTOR may operate the program in facilities such as a church, non-profit, or publically owned parking lot, with the Owner's permission granted via letter of commitment and/or in street segments designated by the jurisdictions within and including the County of Monterey.

CONTRACTOR shall develop an Agreement to be executed by the CONTRACTOR and property owners that establishes basic rules for the vehicle dwellers and that clearly defines the roles and responsibilities of the CONTRACTOR and the property owners.

CONTRACTOR shall develop and make available to property owners program documents such as the contract between vehicle dwellers and property owners, policy and procedural guidelines, client intake and eligibility forms and processes, response protocols and similar documents.

CONTRACTOR shall reach-out to property owners throughout Monterey County to participate in the Safe Parking program, seeking geographic dispersal to the degree possible.

CONTRACTOR shall provide program support and trouble-shooting assistance to participating and potentially participating property owners to facilitate an effective county-wide program.

CONTRACTOR shall partner with the County of Monterey in seeking funding for the program from other local philanthropic funding organizations, private donations and local jurisdictions.

3.2 MINIMUM PROVIDER QUALIFICATIONS:

- CONTRACTOR must be incorporated and have operated as a non-profit 501(c)(3) organization for at least twelve (12) months prior to the release of this RFI.
- CONTRACTOR must have broad experience in delivery of services to homeless persons in Monterey County.

- CONTRACTOR must have demonstrated organizational experience to implement a Scattered-Site Safe Parking Program within 90 days of notification as the selected provider
- CONTRACTOR must have demonstrated ability to develop and maintain positive relationships with public and private property owners in order to establish a multi-site program in Monterey County.

3.3 CORE PROGRAM ELEMENTS:

The Safe Parking Program shall contain these elements:

- Provision of technical assistance and support to enable public and private property owners to undertake safe parking on their properties.
- Outreach to identify and encourage property owners to participate.
- Informational outreach to owners/residents of properties in proximity to identified safe parking sites.
- Outreach to potential vehicular dwellers and a centralized process for fielding inquiries from potential vehicular dwellers to match them to participating sites and for the provision of other homeless services.
- Access to adequate sanitary facilities for all vehicular dwellers participating in the Safe Parking Program.
- Adequate measures and monitoring to ensure on-site safety and security
- Timely and complete reporting of client demographics and other basic program data through the Monterey County Homeless Management Information System (HMIS).
- Safe Parking Program participants must meet HUD Homeless definition.
- Participants may be either single adults or households with children *Note: It is preferred that the safe parking program does not serve both single adults and children within the same parking location.*

4.0 CONTRACT TERM

- 4.1 If the County proceeds with an Agreement, the expected term of a resulting Agreement will be for a period of 1 year with the option to extend the AGREEMENT(s) for 3 additional one (1) year periods.

5.0 LETTER OF INTEREST PACKAGE REQUIREMENTS

5.1 PREQUALIFICATIONS:

Letters of Interest must be from agencies that are qualified 501(c)(3) organizations. The agency should be able to demonstrate proven success and experience in providing housing and homeless services for individuals and families who are homeless according to the established criteria. Agencies should have experience in providing services to low-income people within Monterey County and adequate knowledge of other county resources to assist these families to locate and retain housing. The agency should have experience in providing services listed under the proposed scope of work (Section 3.0)

and be fiscally stable. The agency should have experience and capacity in providing services in English and Spanish or be multi-lingual to include Spanish and English.

5.2 CONTENT AND LAYOUT

- The interest letter from the prospective agency should be submitted on a maximum of six single-sided pages (including budget pages), single space 8.5x11 papers. One hardcopy is sufficient.
- Interest letters should outline pre-qualifications from Sections 3.2 and 5.1
- Interest letters should outline the operations and oversight of the proposed Safe Parking program and identify the potential site location(s).
- Letter should express capacity and experience for serving the very low income and difficult to house community.
- Letter should share a brief background of the agency's services and how it relates to the programs they are interested in serving.
- Respondents shall provide a detailed budget narrative including revenue and projected expenses. Revenue projections should include a request for County funding that would be matched with existing funds from other sources. The budget shall separately identify one-time start-up costs and on-going operational expenses.

6.0 SELECTION CRITERIA/ DEADLINES

6.1 SELECTION CRITERIA

All letters of interest will be considered. Depending upon the number of letters received, the information will be used to determine if a formal Request for Proposal process will be initiated.

6.2 SUBMISSION DEADLINES

Interest Letters must be received, in hard copy, at the address listed below no later than May 15, 2017.

Monterey County Department of Social Services
Attention: Glorietta Rowland
1000 S. Main Street Suite 301
Salinas, CA 93901