



**CITY OF EL MONTE**  
COMMUNITY DEVELOPMENT – HOUSING DIVISION

Dear HPRP Applicant,

Following is the Homeless Prevention and Rapid Re-housing (HPRP) Application for 2009. One original and two copies of the application must be received by Thursday, July 16, 2009. Applications submitted via mail or other delivery system should be sent using that company's return receipt process, as this will be your notice that the application was received.

Submit the application package to:

Javier Reyes  
Housing Manager  
El Monte City Hall, Community Development  
Housing Division  
11333 Valley Boulevard  
El Monte, CA 91731

Please note that there will be a technical assistance workshop to discuss the HPRP program and application. Details of the workshop are as follows:

When: Monday, June 29, at 11 am.

Where: City of El Monte – City Hall West

11333 Valley Boulevard, El Monte CA 91731

Community Development Department - Conference Room A

Please note that the RFP is available on the City's web site: [www.elmonteca.gov](http://www.elmonteca.gov).

If you have questions or need additional information, please feel free to contact me at (626) 580-2070.

Sincerely,

Javier Reyes  
Housing Manager

Enclosure

**REQUEST FOR PROPOSALS  
FOR  
HOMELESS PREVENTION & RAPID RE-HOUSING SERVICES**

**A. Background Information**

The U.S. Department of Housing and Urban Development (HUD) recently allocated funding to the City of El Monte for the Homeless Prevention & Rapid Re-Housing Program (HPRP). This program was recently signed into law as part of the American Recovery and Reinvestment Act (Recovery Act). The purpose of the Homeless Prevention and Rapid Re-Housing Program (HPRP) is to provide homelessness prevention assistance to households who would otherwise become homeless—many due to the economic crisis—and to provide assistance to rapidly re-house persons who are homeless.

Financial assistance is targeted to renters. Mortgage assistance to homeowners is not permissible through this program. Financial assistance includes rental assistance, utility assistance, and other related expenses to help keep households in their current housing or to quickly re-house them. The two primary goals of all services provided with HPRP funding are housing stability and economic self-sufficiency.

**B. Scope of Work**

The City of El Monte is seeking the services of a qualified non-profit agency to provide the following homeless prevention services and activities as part of a homeless prevention program designed by the City:

1. intake and assessments of potential program participants;
2. on-going case management services for program participants;
3. administer financial assistance services which includes rental assistance, utility assistance, and other related assistance;
4. must have a Homeless Management Information System (HMIS) in place for data collection which is a HUD mandated requirement;
5. follow-up care for at least six months after HPRP funded services have ended for program participants;
6. meet regularly with city staff and representatives to ensure program effectiveness, reporting, and evaluation.

**C. Funding**

An amount of funding for financial assistance such as rental assistance, utility assistance, and other related expenses for at least 50 households a year for the next two years has been designated from the allocation of funding that the City received from HUD for the Homeless Prevention & Rapid Re-Housing Program. Funding for two full-time case managers has also been designated. However, the amount has not. Applicants are asked to fill in the amount of funding for two full-time case managers as part of their response in the budget section below.

**D. Selection Process**

Proposals will be evaluated based on the extent to which the applicant is able to provide and perform the homeless prevention services and activities noted in Section B above.

**APPLICATION FOR  
2009 EL MONTE HOMELESS PREVENTION AND  
RAPID RE-HOUSING PROGRAM FUNDING**

The City of El Monte is committed to a policy of Affirmative Action/Equal Opportunity Contracting. Qualified firms including small business and businesses owned by women, minorities and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with all regulations regarding Affirmative Action and Equal Opportunity, as may be mandated by the regulations governing the source of the funds supporting this contract.

♿ It is the intention of the City of El Monte to comply with the Americans with Disabilities ACT (ADA). If, as an attendee or participant at any City meeting, you will need special assistance, please contact Javier Reyes, Housing Manager at (626) 580-2070, 711 Relay at (626) 580-2070, or via e-mail at [jreyes@elmonteca.gov](mailto:jreyes@elmonteca.gov) at least 48 hours prior to the meeting.

**Instructions:** Please complete all five sections of the application (type your responses).

**SECTION I: APPLICANT INFORMATION**

**A. Provider Information**

Agency Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**SECTION II: EXPERIENCE NARRATIVE (75 Points)**

1. Please describe your experience providing intake and assessments to very low- income individuals and families who were homeless or at risk to homelessness. In this response, please describe the population served, the services provided, and the other local agencies you worked with.

2. Please describe your experience providing case management and services to very low-income individuals and families who were homeless or at risk to homelessness. In this response, please describe the population served, the services provided, and the other local agencies you worked with.

3. Agencies receiving HPRP funding will be expected to have the capacity to administer short and medium term rental assistance to landlords on behalf of their clients, and utility payments and other financial assistance to the appropriate third party. Explain how your agency will operate this portion of the program.

4. Does your agency have experience in Homeless Management Information System (HMIS) data collection?  Yes  No. If "Yes", please describe your experience.

5. Will your agency be able to provide follow-up care for at least six months after HPRP funded services have ended for program participants?  Yes  No. If "Yes", please describe your experience.

6. Will your agency be able to meet regularly with city staff and representatives to ensure program effectiveness, reporting, and evaluation?  Yes  No

### **SECTION III: BUDGET (25 Points)**

1. Please provide a full-time salary (including benefits that your agency offers) for two full-time case managers. It is expected that case managers will spend 100% of their time performing the activities noted in this application. Please note that there are no match requirements.

### **SECTION IV: APPLICATION TIMELINE**

Applications are due Thursday, July 16, 2009 by 5 pm.

If you have any questions regarding this RFP please contact Javier Reyes at (626) 580-2070 or via e-mail at [jreyes@elmonteca.gov](mailto:jreyes@elmonteca.gov).

## SECTION V: SUBMISSION INSTRUCTIONS

- Completed HPRP Application
- Include the following attachments:
  - Most recent approved audited financial statement
  - IRS Tax Determination Letter of Non-Profit Status
  - Organizational Chart for your Agency
  - List of Board of Directors
- Submit one original and two copies of the application unbound (paperclips or binder clips are okay) and the required attachments by 5 PM on Thursday, July 16, 2009 to:

City of El Monte  
Community Development Department – Housing Division  
11333 Valley Boulevard  
El Monte, CA 91731  
Attn: Javier Reyes, Housing Manager

Facsimiles, e-mails or postmarks will not be accepted.