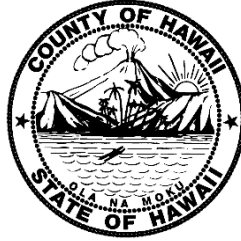


County of Hawai'i
Office of Housing & Community Development



REQUEST FOR PROPOSALS
HOMELESSNESS AND HOUSING SUPPORT GRANTS
SERVICES, OPERATIONS, & PROGRAMS

DEADLINE TO APPLY

Monday, December 19, 2022

4:00 P.M. Hawai'i-Aleutian-Standard Time

Issued by:

County of Hawai'i

Office of Housing & Community Development

1990 Kino'ole Street, Suite 102

Hilo, HI 96720

Telephone: (808) 961-8379

Email: ohcdengagement@hawaiicounty.gov

Website: <https://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund>

November 17, 2022

The County of Hawai'i is an Equal Opportunity Provider and Employer

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REQUEST FOR PROPOSALS (“RFP”)

COUNTY OF HAWAI‘I
OFFICE OF HOUSING & COMMUNITY DEVELOPMENT
NOTICE OF REQUEST FOR PROPOSALS: HOMELESSNESS & HOUSING SUPPORT GRANTS –
SERVICES, OPERATIONS, & PROGRAMS

Proposals for the Homelessness and Housing Support Grants Request for Proposals – Services, Operations & Programs, must be received on or before 4:00 p.m. Hawai‘i-Aleutian Standard Time, Monday, December 19, 2022, in either of two locations (Hilo or Kona). Proposals may be mailed or delivered. Please refer to Submission Instructions in Section 4.6 of the RFP for complete information. The deadline noted above is not a post-mark date. Proposals must be received by The County of Hawai‘i Office of Housing & Community Development (hereinafter, “the County”) by the above referenced deadline at either of the above locations. Proposals received after the deadline will not be considered and will be returned to the applicant unopened. The County reserves the right to reject any proposal.

The County is requesting proposals for homelessness and housing support grant awards. The intent of the grant program is to solicit organizational capacity that will assist the County with carrying out initiatives and programs incorporating the priorities within the Strategic Roadmap for Homelessness and Housing (Exhibit A), released dated September 1, 2022 (hereinafter, “Roadmap”). Proposals shall present projects that address and support County OHCD’s goals and outcomes in relation to the corresponding priorities within the Roadmap. Proposals submitted shall be reviewed and considered for the receipt of funding, to supplement existing or proposed project or program budgets for the applicant organizations.

Proposal forms, specifications and special provisions can be obtained at <https://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund> or by calling (808) 961-8379.

Informational sessions are scheduled for November 23, 2022, at 10:00 a.m. and November 29, 2022, at 1:30 p.m. Go to www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund to register.

The deadline for submitting written questions is November 30, 2022. Please refer to Submission of Questions, Section 1.7 of the RFP for complete instructions.

County OHCD expects to provide notifications of grant selections and awards on or around January 18, 2023.

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COUNTY OF HAWAII
OFFICE OF HOUSING & COMMUNITY DEVELOPMENT
HOMELESSNESS AND HOUSING SUPPORT GRANTS – Services, Operations & Programs

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FUNDING BACKGROUND

On March 23, 2022, the County of Hawai'i passed Ordinance 22-26, which appropriates seventy-five percent (75%) of tier two property tax revenues for the next five fiscal years towards addressing homelessness and housing. The estimated amount of funding in fiscal year 2022-2023 is nine million dollars (\$9,000,000.00).

This is the first-of-its-kind investment towards homelessness response appropriated directly from County funding. Prior to this direct investment, homelessness services and housing with supports in the County was only made possible through funding from the Federal and State governments along with private grants and donations.

The County investment allows for the voice of the community from across the entire island - service providers, people with lived experience, philanthropy, landowners, housing developers, business, County staff from across multiple departments, advocates and other interested stakeholders - to craft the investment framework that they believe would best result in reductions in homelessness across the County. The inputs from those local entities resulted in a "Strategic Roadmap for Homelessness and Housing — County of Hawai'i". The content of the Roadmap further describes the outreach process.

1. ADMINISTRATION

County OHCD is requesting proposals from qualified non-profit organizations, research and educational institutions, and government agencies for Homelessness and Housing Support Grants – Operations and Programming that will assist the County in carrying out initiatives, projects, and programs that address one or multiple priorities named within the Roadmap.

1.1 Definitions

“Administrative Costs” means costs for general management, oversight, coordination, evaluation, and reporting on contracted services. Such costs do not include costs directly related to carrying out contracted services, since those costs are eligible as Operating Costs (see below).

“Applicant” means an eligible non-profit organization, research, educational, or government institution submitting a proposal application to receive funds from this County OHCD Request for Proposal.

“At Risk” and “At Risk of Becoming Homeless” are used interchangeably and mean an individual or Family who will lose their primary nighttime residence, provided that:

- 1) the primary nighttime residence will be lost within 45 days of the date of application for Homeless assistance;
- 2) subsequent residence has been identified; and
- 3) the individual or Family lacks the resources or support networks, e.g., Family, friends, faith-based or other social networks, needed to obtain other permanent housing.

“Bridge Housing” means transitional shelters used as a short-term stay, generally for up to 90 days, when an individual or Family has been offered and accepted a permanent housing intervention (e.g., section 8 voucher, permanent supportive housing voucher, rent to work voucher) but is not able to immediately enter the permanent housing.

“Chronically Homeless” means an individual or Family that:

- 1) is Homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- 2) has been Homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years where those occasions cumulatively total at least 12 months.

“Continuum of Care” and “CoC” are used interchangeably in this document and mean the planning bodies required by the U.S. Department of Housing and Urban Development (HUD) to carry out the responsibilities defined under 24 CFR Part 578 (Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program). A CoC is a group composed of representatives of organizations, including nonprofit Homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve Homeless and formerly Homeless veterans, and Homeless and formerly Homeless persons to the extent these groups are represented within the geographic area and are available to participate. A CoC is responsible for coordinating funding, policies, strategies, and activities toward ending Homelessness in a designated geographic region, including but not limited to plans and oversight for use of HUD CoC funding.

“Coordinated Entry System” (CES) is a fair, immediate, low barrier, person-centered process that helps communities prioritize housing assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes provide information about service needs and gaps to help communities plan their assistance and identify needed resources. All coordinated entry locations and methods (phone, in-person, online, etc.) offer the same assessment approach and referrals using uniform decision-making processes.

“Double Up Housing” are households that are temporarily sharing housing with other individuals due to loss of their own place, economic hardship, or similar reasons.

“Family” means:

- 1) two or more persons who live or intend to live together as a unit, one of whom is a minor, under 18 years of age, related by blood, marriage, or operation of law, including foster children and hanai children; or
- 2) a person who is pregnant or in the process of securing legal custody of a minor child or children.

“Homeless” means:

- 1) An individual or Family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a) An individual or Family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - b) An individual or Family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - c) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- 2) An individual or Family who will imminently lose their primary nighttime residence, provided that:
 - a) The primary nighttime residence will be lost within 14 days of the date of application for Homeless assistance;
 - b) No subsequent residence has been identified; and
 - c) The individual or Family lacks the resources or support networks, e.g., Family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- 3) Any individual or Family who:
 - a) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a Family member, including a child, that has either taken place within the individual’s or Family’s primary nighttime residence or has made the individual or Family afraid to return to their primary nighttime residence;
 - b) Has no other residence; and
 - c) Lacks the resources or support networks, e.g., Family, friends, and faith-based or other social networks, to obtain other permanent housing.

“Household” means all the people who live or intend to live together as a unit. A Household can include related Family members and other unrelated people, if any, such as lodgers, foster children, wards, or employees who live together as a unit. A person who lives alone in a unit, or a group of unrelated people sharing a unit such as partners or roomers, are also counted as a Household.

“Housing First” means the activities and approaches described in Section 3.1.1 of this RFP.

“Occasions” (under chronically Homeless definition) are defined by a break of at least seven nights not residing in an emergency shelter, safe haven, or residing in a place meant for human habitation (e.g., with a friend or Family). Stays of fewer than seven nights residing in a place meant for human habitation, or not in an emergency shelter or safe haven do not constitute a break and count toward total time Homeless. Stays in institutions of fewer than 90 days where they were residing in a place not meant for human habitation, in an emergency shelter, or in a safe haven immediately prior to entering the institution, do not constitute as a break and the time in the institution counts towards the total time Homeless. Where a stay in an institution is 90 days or longer, the entire time is counted as a break and none of the time in the institution can count towards a person’s total time Homeless.

“Operating Costs” means non-personnel costs directly related to the operation and to the provision of contracted services.

“Outreach” means seeking and making direct contact with individuals in the community to provide information about services they may be eligible for, and either providing the service or making a referral to a service provider.

“Participant” means a person who receives Homeless services and is enrolled into the Homeless program proposed.

“Permanent Housing” means that there is no time limit on how long you can reside in the housing or receive the housing assistance. It is meant to be long-term. Permanent housing includes but is not limited to the following: rental or ownership of a home with or without ongoing housing subsidy or case management services, staying with family or friends on a permanent tenure, long-term nursing home or care facility, and permanent supportive housing projects for formerly homeless persons.

“Personnel Costs” means costs incurred for operations and social services personnel in the provision of contracted services and include salaries and wages, payroll taxes and fringe benefits.

“Provider” and “Contractor” are used interchangeably in this document and mean an eligible organization that is selected by County OHCD to receive funds and provide services.

“Roadmap” is A Strategic Roadmap for Homelessness and Housing – County of Hawai‘i, affixed to this Request for Proposals as Exhibit A.

“Temporary Housing” means that the housing situation is intended to be short term or temporary. Temporary housing includes but is not limited to emergency and transitional shelter, foster care home, temporary group home, hospital and other medical or psychiatric facility, hotel, motel, halfway house, living with family or friends temporarily, safe haven, and substance abuse treatment or detox center. Jails, prisons, juvenile detention facilities, and places not meant for human habitation are excluded.

“Vulnerability” and “Vulnerable” are used interchangeably and mean that the person may be at higher risk due to age (60 or above), frequent use of emergency/hospital services, being a frequent victim of assault, significant health or behavioral health challenges, substance use disorders, or functional impairments which require a significant level of support to maintain permanent housing. Vulnerability can but does not necessarily include all of the factors listed.

1.2 Eligible Projects or Activities

Eligible proposals will include projects that align with one or multiple priorities named in Table 1.2.1, extracted from the Roadmap.

Outlined below are the rankings for each priority as determined by stakeholders engaged during development of the Roadmap and a brief description of the idea.

Table 1.2.1

Rank	Priority with Description
1	<p>Permanent Supportive Housing and Permanent Housing with Supports An approach to housing the most acute and vulnerable members of the homelessness population. While primarily serving individual adults experiencing homelessness, the community desire is to not be restricted solely to U.S. Department of Housing and Urban Development (HUD) criteria for Permanent Supportive Housing, and allow for housing other individuals, couples and families that may not meet HUD’s definition of chronic homelessness but have higher support needs that may result in needing permanent services while in housing. Housing models such as this, while expensive to build and operate, is proven to be less costly than managing highly acute people in their homelessness that remain high utilizers of emergency services and homelessness response services.</p>

Rank	Priority with Description
2	<p>Detoxification and Treatment Options for People Experiencing Homelessness</p> <p>The County does not have sufficient detoxification and treatment options for people experiencing homelessness that use alcohol and/or other drugs. As a result, there is nowhere to take people who seek to detox or work on cessation and abstinence. The lack of this service is a significant issue for people experiencing homelessness on the island and is a massive hole in the arsenal of tools that a homelessness service professional needs at their disposal. While high cost to implement, this will have a significant impact on the lives of people living with addiction that are also experiencing homelessness.</p>

3	<p>Housing, Supporting and Serving Families with Minor Children</p> <p>Providing stable housing and supports to families with minor children disrupts the intergenerational impacts of homelessness. It also improves health, educational attainment, and psycho-social development of children. Resolving homelessness for families with minor children today is a prevention investment against chronic homelessness amongst the children of the family in the future.</p>
4 (tie)	<p>Increasing Supply of Affordable Housing Generally</p> <p>Increasing the supply of affordable housing generally has several benefits. It can be a form of housing that people exiting homelessness with low to moderate needs can benefit from where affordability is the primary barrier to housing access and stability. It can also be a form of housing that benefits other lower income people and people on fixed incomes to prevent homelessness. It is acknowledged that various types of housing that is affordable to very low-income people are needed throughout the island, and can further be customized to the needs of specific population groups (for examples: families of all sizes; unaccompanied youth; Native Hawaiians; etc.) On top of this, increasing the supply of affordable housing can be implemented in various ways: smaller homes; micro-homes; intergenerational housing; etc. Finally, increasing the supply of affordable housing can happen through new building, acquisition, rehabilitation, and renovation of existing aging housing stock, and/or, through local vouchers.</p>

Rank	Priority with Description
4 (tie)	<p data-bbox="409 233 1445 277">One Stop Housing and Services Resource Center</p> <p data-bbox="409 277 1445 777">One or more One Stop Resource Centers, preferably located at different locations on the island, provides a daytime resource for individuals, couples, and families experiencing homelessness. Participants at the One Stop can get services, referrals, and direct housing assistance. Furthermore, meal programs can be integrated in a One Stop, and consideration may be given to including the likes of safer parking or storage at the same location. Depending upon location and design, a One Stop could also be used to integrate Rest Zones for people that will not use shelter but may come indoors for a shorter period of time to rest and get a reprieve from the streets. Finally, hygiene facilities can be integrated into a One Stop, which will expand dignity and help with maintaining health.</p>

6	<p data-bbox="394 835 1469 921">Housing, Supporting and Serving Individuals and Couples Experiencing Chronic Homelessness</p> <p data-bbox="394 921 1469 1549">People experiencing chronic homelessness are often the highest utilizers of emergency services and homelessness services. Furthermore, people experiencing chronic homelessness often have poor health. People in encampments are also more likely to be experiencing chronic homelessness. While the costs of supporting people experiencing chronic homelessness - especially those individuals and members of couples with chronic disease, addiction, and mental illness - can be high, the costs of the status quo or doing nothing are even higher. There is an opportunity to be innovative in housing and support models in serving the chronically homeless population in addition to best practices like Permanent Supportive Housing. For example, efforts could be made to assist Native Hawaiians experiencing chronic homelessness exclusively through a culturally appropriate approach to supporting wellness and connection to culture and traditions.</p>
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7	<p>Supporting the Homelessness and Housing Support Workforce in the Non-Profit Sector</p> <p>The non-profit sector generally, and the homelessness and housing support services sector specifically, are grossly underpaid for the demands of the work, as well as the training, professional development, leadership development, and staff retainment costs. The pandemic has decimated much of the sector and burned out many staff. Depending on which workforce initiatives are put into place, the costs may range from low to moderate, but can have a significant impact on stabilizing the sector and the morale of the existing staff. Workforce development may also allow for prudent succession planning and leadership development in the sector, as well as equipping existing managers and directors with additional managerial skills development. Increased wages and benefits, additional training, skills development, evaluation of operations, conference attendance, and the like may all be considered as components of capacity building in the sector.</p>
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Rank	Priority with Description
8	<p>Supporting People with Special Needs</p> <p>Various population groups do not neatly fit into population-specific funding investments in homelessness services or housing supports, even though they may have unique needs. This can include groups that have experienced historical or ongoing exclusion (for example, members of the LGBTQ2S+ community; members of the injection substance using community; etc.). It can include groups that are increasing in size in the homeless population like older adults. It can include groups for which there is no obvious funding source in homelessness services and housing supports like people living with developmental delays or brain injuries or COFA migrants. A category of investment like this will allow the community to further identify which specific special needs group they want to assist and why.</p>
9 (tie)	<p>Expanding Street Medicine</p> <p>While there is some street medicine available on the island for unsheltered homeless individuals with health needs, an expansion of street medicine would allow for improved geographic coverage and/or greater hours of service. Developing a relationship of trust by meeting specific health needs can be the pathway to resolution of a person's homelessness. Furthermore, street medicine decreases demand on emergency services and hospital emergency rooms.</p>

<p>9 (tie)</p>	<p>Providing Storage Solutions to People Experiencing Homelessness For people experiencing homelessness, storage is an ongoing challenge. People are reluctant to leave their belongings to access services including viewing rental accommodation. Belongings are a reason why some people will not seek shelter services. By expanding short-term and/or longer-term storage options, it is anticipated that some people that otherwise would not access services will choose to do so. Furthermore, safe storage may result in fewer people having their belongings stolen, including very important documents like identification.</p>
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Rank	Priority with Description
<p>11 (tie)</p>	<p>Technical Assistance with Housing Development Organizations that want to develop or expand housing options often do not have the technical expertise required to undertake such an endeavor. The technical assistance can range from financing to zoning, architecture to planning, environmental considerations to procurement, contracting to community engagement. Developing housing is not an easy task and providing technical assistance to non-profit organizations looking to get into development or expand their historical housing development can help accelerate the addition of more housing units of a range of types and for a broad range of populations.</p>
<p>11 (tie)</p>	<p>Improving Transportation Options for People Experiencing Homelessness Transportation options for people experiencing homelessness are very limited. Without transportation options, people experiencing homelessness can miss important appointments like viewings of apartments or health care. Furthermore, without transportation options people experiencing homelessness are less likely to get to essential emergency services.</p>
<p>11 (tie)</p>	<p>Expanding Bridge and Interim Housing Options Bridge and Interim Housing is a form of housing used on a short-term basis. With Bridge Housing, the intention is usually shorter-term (months) of supported housing between a shelter stay and when a Permanent Supportive Housing opportunity is available. Interim Housing is usually a shorter-term (weeks or months) of housing between when a person, couple or family is matched for housing and when the permanent housing unit is available. The support services in Interim Housing are less intense than in Bridge Housing. Both housing approaches can use motels or existing master leased apartments.</p>

1.3 Award Amount

Total funding available for the grant award program through this Request for Proposals will not exceed eight million dollars (\$8,000,000.00). County OHCD reserves the right not to award the total amount of funds available.

The County, at the request of the selected Contractor, will provide up to forty percent (40%) of total program budget after full execution of the Agreement. Thereafter, the County will provide reimbursement based on actual program and administrative expenses. The Contractor must take into consideration that it could take up to 10 business days upon receipt of all payment request documents for the review, approval, and issuance of payment.

All funds not expended by the end of the Contract must be returned to the County within 20 working days, following the end of the contract period.

1.4 Eligible Entities

To be eligible for an award through this RFP, the Proposer shall:

- Be a not-for-profit organization incorporated under the laws of the State of Hawai'i, or a non-profit organization exempt from the federal income tax by the internal Revenue Service. In the case of a non-profit organization, members of its governing board shall have served without compensation and have no material conflict of interest,
- Be licensed and accredited, in accordance with the applicable statutes, codes, or ordinances of the federal, state, and county governments,
- Have bylaws or policies that describe the manner in which business is conducted including management, fiscal policies and procedures, and policies on nepotism and the management of potential conflicts of interest; *or*
- Be a State, County, research or educational institution or agency
- Have at least one (1) year of experience with the project or in the program area being proposed. The Housing Administrator has sole discretion to grant an exception from this requirement the entity can show it has the equivalent level of expertise and experience, which may include proof of project management capabilities and understanding of the program area for which the entity is applying.
- Have staff or authorized representatives adequately trained to administer and conduct the service described.
- Meet all the requirements set forth in this RFP.

1.5 Timetable

The timetable set forth below represents County OHCD’s best estimate of the schedule that will be followed in the RFP process. Proposers will be advised by addendum via County OHCD’s website

www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund

of any changes to the timetable. It is the responsibility of the proposer to monitor County OHCD’s website.

ACTIVITY	SCHEDULED DATE
RFP Issued	November 17, 2022
*Informational sessions (virtual)	November 23, 2022, at 10:00 a.m. November 29, 2022, at 1:30 p.m.
Closing date for receipt of questions/comments	November 30, 2022
County OHCD’s response to Proposers’ questions	December 6, 2022
Proposal due date	*by December 19, 2022, at 4:00 p.m.
Selection/Award Notification	January 18, 2023
Grant Agreement Execution Period	January 23, 2023 – February 3, 2023
Tentative Agreement Commencement Date	February 6, 2023

*Go to www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund to register.

County OHCD reserves the right to extend the proposal due date deadline if it is determined to be in the best interests of the County or that an insufficient pool of submissions is received.

1.6 Contact for Information

If the Proposer requires additional information, requests for additional information shall be made to:

Office of Housing and Community Development
1990 Kino’ole Street, Suite 102
Hilo, Hawai’i, 96720-5293
Telephone number: (808) 961-8379
Email address: ohcdengagement@hawaiicounty.gov

1.7 Submission of Questions

Notwithstanding any other provisions, if there is any doubt as to the interpretation of any of the provisions herein, the Proposer shall submit an inquiry in writing to County OHCD by email at ohcdengagement@hawaiicounty.gov on or before November 30, 2022, in order to qualify for an official response from the County OHCD. Responses will be posted under the same listing and become addenda to the RFP. County OHCD will respond to questions through addenda only. All other means of communication, whether oral or written, shall not be considered official responses, and may not be relied upon.

Any questions regarding the interpretation of any provision after proposals have been opened shall be subject to a ruling by the Housing Administrator, whose decisions shall be final. In addition, the Housing Administrator shall have the sole power to decide and resolve matters which may arise in the future and/or which may not be covered in the proposal.

1.8 Amendment, Addenda, or Bulletins

Any Proposer who discovers any ambiguities, conflicts, discrepancies, omissions, or other errors in the RFP shall notify County OHCD in writing by email at ohcdengagement@hawaiicounty.gov on or before November 30, 2022. Modifications of the RFP shall be made by issuing an addendum, and a written notice of such modifications shall be sent to all persons who have submitted written questions to the department as described above. If a Proposer fails to notify County OHCD on or before November 30, 2022, of any errors in the RFP known to the Proposer, the Proposer shall submit a proposal at its own risk. If the Proposer is selected by the County OHCD, the Proposer shall not be entitled to additional compensation or time by reason of such errors or their later correction.

It is each Proposer's responsibility to monitor County OHCD's website at <https://www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund>, for any addendum necessitated by a modification of the RFP prior to the December 19, 2022, deadline. County OHCD may not contact individual Proposers to alert them of the posting of any addenda. Any addendum issued during the time of proposal submission and forming a part of the documents shall be made a part of this Solicitation and shall become a part of the award contract.

1.9 Cancellation of RFP

This RFP may be cancelled, and any or all proposals rejected, in whole or in part, without liability to County OHCD, when it is determined to be in the best interest of County OHCD.

1.10 Contract Period

Upon award, the contract period will commence upon contract execution and continue for twelve (12) months. The contract period may be extended at the sole discretion of the Housing Administrator.

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2. INTENDED OUTCOMES

At a high level, the table below outlines goals and intended outcomes for each priority:

Rank	Priority	Goal(s)	Intended Outcomes
1	Permanent Supportive Housing and Permanent Housing with Supports	Increase housing options for people with complex and co-occurring needs, most of whom are experiencing chronic homelessness	<ul style="list-style-type: none"> • Increase the number of permanent supportive housing units on the island • Decrease chronic homelessness
2	Detoxification and Treatment Options for People Experiencing Homelessness	Create a detoxification and treatment option for people experiencing homelessness living with a substance use disorder and seeking assistance for a reprieve or permanently cease using alcohol or other drugs	<ul style="list-style-type: none"> • Detoxification and treatment option created • Decrease in hospital visits due to intoxication of people experiencing homelessness
3	Housing, Supporting and Serving Families with Minor Children	Reduce the intergenerational impacts of homelessness	<ul style="list-style-type: none"> • Decrease homelessness amongst families with minor children
4 (tie)	Increasing Supply of Affordable Housing	Increase the number of housing units that are affordable to low-income people, including people with very low income such as people experiencing homelessness	<ul style="list-style-type: none"> • Number of affordable housing units increases

Rank	Priority	Goal(s)	Intended Outcomes
4 (tie)	One Stop Housing and Services Resource Center	Improve service access and service options for people experiencing homelessness to get the help they need to exit homelessness	<ul style="list-style-type: none"> • One stop housing and services resource center is created • Increase in people experiencing homelessness connected to the Coordinated Entry Process for housing • Increased service options for people currently experiencing homelessness
6	Housing, Supporting and Serving Individuals and Couples Experiencing Chronic Homelessness	<p>Reduce chronic homelessness</p> <p>Reduce the impacts of chronic homelessness on the community</p>	<ul style="list-style-type: none"> • Decrease in chronic homelessness • Increase in the number of chronically homeless people accessing housing and supports
7	Supporting the Homelessness and Housing Support Workforce in the Non-Profit Sector	Build and sustain capacity in the non-profit sector for agencies that have direct contact and engagement with people experiencing homelessness	<ul style="list-style-type: none"> • Increase staff retention in the sector • Improved service outcomes through improved knowledge
8	Supporting People with Special Needs	Ensure various subpopulations are well served through the response to housing needs and homelessness	<ul style="list-style-type: none"> • Increase in people with special needs accessing homelessness services • Increase in people with special needs accessing housing

Rank	Priority	Goal(s)	Intended Outcomes
9 (tie)	Expanding Street Medicine	Improve health outcomes and service connection for people experiencing homelessness that have one or more health concerns	<ul style="list-style-type: none"> • Increase diversion from hospital emergency room for people experiencing homelessness with health concerns for routine care
9 (tie)	Providing Storage Solutions to People Experiencing Homelessness	Provide storage solutions to people experience homelessness to improve service and housing access	<ul style="list-style-type: none"> • Increase in service access for people with possessions
11 (tie)	Technical Assistance with Housing Development	Expand expertise in housing development and increase diversity of organizations involved in housing development	<ul style="list-style-type: none"> • Increase in housing development • Increase in the diversity of organizations involved in housing development
11 (tie)	Improving Transportation Options for People Experiencing Homelessness	Increase access to homelessness services and housing opportunities by expanding transportation options	<ul style="list-style-type: none"> • Decrease in people remaining homeless because they could not get to services or housing appointments
11 (tie)	Expanding Bridge and Interim Housing Options	Increase temporary housing options for people on a pathway to housing	<ul style="list-style-type: none"> • Decrease in pressure on shelter for people on the housing pathway but waiting for their permanent housing solution

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3. SCOPE OF WORK

3.1 General Service Activities and Approaches

Services proposed may be provided in a manner consistent with the following activities and approaches:

3.1.1 Housing First Approach

1. Low barrier to entry and ongoing program participation

Offer individuals and Families immediate access to outreach, shelter, permanent housing, and support services as appropriate without unnecessary prerequisites. This includes:

- a. Admission practices that are welcoming and low barrier and do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
- b. Not rejecting program applicants on the basis of credit, rental history, criminal history, or other factors that might indicate a lack of “housing readiness.” Provider shall consider criminal history and other factors on a case-by-case basis as necessary to ensure the safety of Participants and staff.
- c. Offering individuals and Families experiencing Homelessness ongoing access to services until they secure permanent housing. This includes not establishing arbitrary time limits on length of program participation.

2. Housing access and retention

Provider may provide services focused on helping individuals and Families to access permanent housing as rapidly as possible and preventing returns to Homelessness.

3. Community integration and recovery

Provider may make efforts to integrate the program into the community and offer Participants ample opportunity and support to form connections outside of the program.

This includes, but is not limited to the following and ensuring that:

- a. Services are located in neighborhoods that are accessible to community resources and services.

- b. Services are designed to help Participants build supportive relationships, engage in personally meaningful activities, and regain or develop new roles in their Families and communities.
- c. Services are recovery-based and designed to help Participants gain control of their own lives, define their personal values, preferences, visions for the future, establish meaningful individual short and long-term goals, and build hope.

4. Participant Choice

Provider may make efforts to understand Participant preferences and priorities without judgment and to assertively engage Participants in services that are non-coercive to help Participants to achieve their personal goals. This includes, but is not limited to the following:

- a. Offering choices regarding type, frequency, timing, location and intensity of services and, whenever possible, choice of neighborhoods, apartments, furniture, and decor.
- b. Helping Participants to understand risks and reduce harm caused to themselves and others by risky behavior.
- c. Understanding the clinical and legal limits and intervening as necessary when Participants present a danger to self or others.
- d. Providing meaningful opportunities for Participant input and involvement when designing programs, planning activities, and determining policies.
- e. Using assertive, low-barrier, culturally competent and trauma-informed engagement strategies that focuses on building a respectful, trusting relationship with Participants.
- f. Creating an inviting and safe environment for Participants to overcome grief/loss, build trust, disclose sensitive information, and identify reasons to engage in services that are personally meaningful.

3.2 Administrative/Management Requirements

Administrative and management requirements are as follows:

3.2.1 Experience

The Provider shall:

- a. Submit a verifiable history of a minimum of one (1) year, within the most recent three (3) years, of experience with the Housing First Approach *or* in the program area for which the proposal is being made. Exceptions may be granted by the Housing Administrator where an agency has not demonstrated the necessary experience or expertise in the program area.

- b. Have demonstrated and documented knowledge, skills, capacity, and competence to perform the required services.

3.2.2 Coordination of Services

The Provider shall:

- a. Demonstrate the capability to coordinate services and resources with other agencies in the community.
- b. Coordinate and integrate homeless programs with other mainstream health, social services, and employment programs for which homeless populations may be eligible, including, but not limited to Medicaid, State Children’s Health Insurance Program, Temporary Assistance to Needy Families, Food Stamps, and services funding through the Mental health and Substance Abuse Block Grant, Workforce Investment Act and the Welfare-to-Work grant program.

3.2.3 Personnel

The Provider shall:

- a. Provide adequate staffing on a day-to-day basis, as approved by County OHCD, and case management.
- b. Ensure that staff, volunteers, and contracted personnel meet the education, work experience, and training qualifications necessary to provide the contracted service activities. Examples of qualified positions include: case manager, housing locator, and employment specialist. Positions shall focus on housing placement, increasing income, and employment.
- c. Assure that a system is in place to ensure compliance with both affirmative action and equal opportunity employment standards
- d. If applicable to the proposed program, direct service staff shall have at least one hour of individual supervision bi-weekly to help them to develop low barrier, assertive engagement skills, build Participant motivation, conduct thorough assessments, establish meaningful housing plans, ensure Participant and staff safety, and/or support self-care

3.2.4 Federal and State Tax Clearance

The contracted agency shall provide Certificate of Vendor Compliance issued by Hawaii Compliance Express (HCE). The status on the certificate must state “compliant”. The HCE shall be dated no later than 30 days prior to the Applicant’s proposal submission date.

3.2.5 Compliance with Laws and County Rules

The contracted agency shall comply with all laws, ordinances, codes, rules, and regulations of the federal, State and local governments which in any way affect its operations and to adhere to instructions prescribed by County OHCD for the effective administration of a program.

3.2.6 Confidentiality

The Provider shall attach to the proposal, its policies and procedures regarding securing and ensuring the confidentiality of Participant files and other confidential information.

3.2.7 Americans with Disabilities Act

The Provider shall comply with the American Disabilities Act (ADA) and shall describe its efforts to ensure that Homeless persons with disabilities are provided with reasonable access to services. The Provider shall ensure that Homeless persons with disabilities are provided with reasonable access to service and comply with ADA requirements. The Provider shall make its written ADA policies and procedures available to County OHCD upon request.

3.2.8 Nondiscrimination

The Provider shall not discriminate against any applicant/Participant on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability or handicap, age, or marital/familial status with regard to public assistance. The Provider shall take affirmative action to ensure that its program is free from such discrimination. The Provider shall make known that the program assistance and services it provides are available on a nondiscriminatory basis, and will ensure that all citizens, including citizens with limited English proficiency, have equal access to information concerning the housing program. The Provider shall make its written nondiscrimination policies and procedures available to County OHCD upon request.

3.2.9 Fair Housing

Any housing (including emergency and transitional shelters, or Bridge Housing), or housing services offered by the Provider shall be made available without discrimination based on race, color, national origin, age, sex, religion, familial status, or disability, or on any basis prohibited by State law, in accordance with State and federal Fair Housing laws. In providing support services and financial assistance for re-housing or homelessness prevention, the Provider shall not discriminate against a rental applicant based on whether he or she receives a direct rental subsidy, such as Section 8 voucher or other tenant-based rental assistance. The Provider shall make its written Fair Housing policies and procedures available to County OHCD upon request.

3.2.10 Reporting Requirements

The selected Contractor will be required to submit accurate monthly, quarterly, and final financial, outcome and narrative reports. The monthly reports are due by 12pm (HST) on or before the 10th working day following the end of the month and shall include both current month and cumulative outcome information. The quarterly reports are due by 12pm on the 10th working day following the end of the calendar quarter and shall include current quarterly and cumulative outcome information. The final report will be due within 20 working days following the end of the contract period. All unspent funding received by the Contractor shall be returned to the County with the final report.

It is the goal of the County to capture data points that will documents the outcomes achieved and to ensure no duplication of financial benefits, if applicable.

The County is working on developing a software to collect data and document outcomes. Prior to the release of this software, the selected Contractors will be required to collect and submit the data and outcomes through an excel spreadsheet, which will be provided upon execution of the Contract.

The selected Contractor will be required to meet with the County within ten (10) working days from the date of selection to review and reporting requirements. Upon completion of this process and acknowledgement of reporting requirements, the County will move forward with finalizing the Contract.

Contractors who propose to provide a direct service to individuals and families will be required to collect, document and report on the following:

- First and Last Name of all members of the household
- Birthdate of all members of the household
- Gender
- Citizenship Status
- If Non-US Citizen (COFA)
- Primary Language
- Applicant race and ethnicity

- Residency Information
 - Did you arrive in Hawaii during the last 12 months? If yes, how many months and/or days?
 - How long have you been in Hawaii over your lifetime?
 - Before your 18th birthday, were you placed in an out of home placement and/or experience homelessness?
 - Marital Status
 - Current Criminal Justice Status
 - Zip Code of last permanent address
- Veteran Status
- Signed consent form to release information
- Date of Encounter
- Living Situation (Type of Residence Prior to Project/Program Entry)
- Approximate date of homelessness started
- Length of Stay in Prior/Current Living Situation
- Domestic Violence Victim / Survivor
- Health Insurance
- Disabling Condition
 - Substance Abuse Disorder
 - Mental Health Disorder
 - Developmental Disability
 - Chronic Health Condition
 - HIV/AIDS
 - Physical Disability
- Emergency Services
 - How many times in the past 12 months have you used the following emergency or medical services?
 - Hospital emergency room services
 - Other hospital services (medical or psychiatric)
 - 911/ambulance emergency services
 - Access (Crisis) hotline
 - Other emergency services

The County will provide the selected Contractor with an excel spreadsheet that will be required to be submitted as part of its monthly, quarterly, and final reports.

Failure to comply with data and reporting requirements or to adequately address monitoring findings may result in the suspension or cancellation of payments or the contract. Upon request, the Provider shall agree to promptly make their Participant files available to County for the purposes of monitoring.

The Provider shall be required to retain all records for at least six (6) years, except if any litigation, investigation, audit, or other action is underway for an addition of one year after completion of due process, litigation, investigation, audit, or other actions.

3.2.11 Quality assurance and evaluation specifications

Performance of all contracted agencies will be monitored on an ongoing basis by County through file reviews, site inspections and other methods.

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4. PROPOSALS

Each submission to this RFP shall be for one project proposal. Organizations seeking to propose more than one project must use separate RFP submissions.

Successful proposals will clearly show both a nexus to one or more stated priorities listed in the Roadmap and measurable outcomes and goals for the project.

Funds may not be used for: purchase of alcohol; business or organizational start-up plans; fundraising; commercial film production; or costs associated with proposal production and submission. All proposals shall be subject to the provisions and stipulations of this Request for Proposals, including the following proposal specifications and the non-exclusive contract provisions attached hereto as Exhibit G and made a part hereof.

4.1 Proposal Preparation

Proposer shall prepare written proposal in accordance with requirements of this Section and provide the proposal to County OHCD. Proposers shall submit all information specified and requested in this Section, or through any follow-up communications with County OHCD, to qualify its proposal for evaluation and consideration for award. Noncompliance may be deemed sufficient cause for disqualification of the proposal without further notice. County OHCD will not pay any costs incurred by the Proposer from the preparation or submission of this proposal.

4.2 Disqualification of Proposals

County OHCD reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and that demonstrate alignment with the Roadmap priorities, goals, and intended outcomes. County OHCD reserves the right to ask for clarification at any time, of any item in the proposal. A Proposer may be disqualified, and the proposal automatically rejected for any of the following reasons:

- The Proposer's lack of responsibility or cooperation as shown by past work or services done for County OHCD.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- The proposal includes any provisions that are contrary to those required in this RFP.
- The proposal shows any noncompliance with applicable law.

4.3 Public Inspection

All proposal information, including pricing, shall be held in strict confidence, and shall not be revealed or discussed with competitors. Proposals submitted may be reviewed and evaluated by those officials who have a legitimate interest in the matter and by no others. All material submitted from all Proposers becomes the property of the County. If any material is returned, it will be at the option of County OHCD. At the conclusion of the process, resulting in either a contract award or rejection of all proposals, all material shall become public information.

4.4 Proposal Specifications

A complete proposal includes the following:

1. Exhibit B – Organization Information Form, signed, *and* accompanied by all required documents listed within Exhibit B attached, if applicable to the organization
2. Exhibit C – Project Abstract
3. Proposal Project Narrative – *Refer to Exhibit D for instructions, formatting, flow, and sequence*
4. Exhibit E – Proposed Project Budget
5. Exhibit F – Proposed Project Budget – Narrative
6. Policies and Procedures regarding securing and ensuring the confidentiality of Participant files and other confidential information (reference Section 3.2.6)

An editable version of each Exhibit form is available on the RFP page of the County OHCD website at www.housing.hawaiicounty.gov/grants-funding/homelessness-and-housing-fund

One (1) original and four (4) copies of each item listed within Section 4.4 must be provided to County OHCD.

4.5 Proposed Project Budget Guidance

Project expense estimates entered on the Proposed Project Budget form (Exhibit B) should be reasonable and directly related to the proposed project. While salary and wages are eligible uses of grant funds, personnel costs should not ideally be the primary use of grant funds. To demonstrate financial sustainability potential, projects shall not rely on County funds for critical ongoing operating expenses.

*For any amount indicated in Row A, Column A (Administrative Costs) of the Proposed Project Budget form, note the evaluation metric within the Financial category (No. 4) of the Proposal Evaluation Form (Section 5.3.2)

For the Proposed Project Budget – Narrative form (Exhibit F), provide as much detail about each budget line item as possible. Totals should match the Proposed Project Budget form summary line items. If more space is needed than provided on this form, attach additional sheets. If an expense category is zero, indicate “Not Applicable”.

Examples of details and information that should be provided for line-item categories are:

- “Salaries” – indicate annual salaries, percent of annual hours for project
- “Fringe Benefits” – indicate basis for fringe benefits calculation
- “Airfare, Inter- Island” or “Airfare, Out-of-State” – indicate basis for travel expense calculations”
- “Supplies” – describe supplies needed

4.6 Proposal Submission Instructions

Applicants are required to submit one (1) original and four (4) copies of all items specified under Section 4.4.

Sealed proposals must be received on or before 4:00 p.m. Hawai’i-Aleutian Standard Time on Friday, December 19, 2022, unless extended by an addendum, in one of the following two County OHCD locations:

Hilo	Kailua-Kona
1990 Kino’ole Street, Suite 102 Hilo, HI 96720-5293	74-5044 Ane Keohokalole Highway Building B, 2 nd Floor Kailua -Kona, HI 96740

Applicants selecting to mail their proposal shall use this mailing address:

1990 Kino’ole Street, Suite 102, Hilo, HI 96720-5293

Note: the proposal deadline is not by postmark date.

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5. EVALUATION

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. A structural, quantitative scoring technique will be utilized to maximize the objectivity of the evaluation.

If numerous acceptable and potential acceptable offers have been submitted, the evaluation committee may rank the proposals and create a priority list of the highest-ranked proposals that substantially meet the requirements of the RFP.

County OHCD reserves the right to request written clarifications or revisions during the evaluation process, and to make an award based only upon proposals as submitted or may require submittal of additional information, or oral presentation, or both.

County OHCD may conduct discussions with listed Proposers that meet the satisfactory participatory score to facilitate arriving at an agreement that will provide the best value to the County, taking into consideration the evaluation factors set forth in this RFP.

5.1 Evaluation Screening

An initial screening will be conducted following the proposal deadline by two (2) representatives of the County. The initial screening involves reviewing all submitted proposals to determine completeness and if the proposed Project meets eligibility. Particularly, proposals must 1) be submitted by an eligible agency, as identified in Section 1.4; and 2) contain eligible projects or activities appropriate for the population to be served as described in Section 1.2.

5.2 Evaluation Committee

The Evaluation Committee (“Committee”) will consist of five individuals who possess knowledge of the subject areas, program objectives, and familiarity with the Roadmap, relative government operations and systems. The Committee will evaluate proposals based on the point structure indicated in Sections 5.3.1 and 5.3.2.

Following its deliberations, the Committee will make a recommendation of award(s) and award amount(s) to the Housing Administrator. The Housing Administrator may determine whether to accept, modify, or reject a recommendation made by the Committee.

5.3 Evaluation Criteria

Proposal completeness will include all required items listed in Section 4.4, Proposal Specifications. Failure to provide all required items may result in disqualification of the proposal.

5.3.1 Evaluation Categories and Corresponding Total Possible Points

<u>Evaluation Categories</u>	<u>Maximum Possible Points</u>
Proposal Completeness	Required
Experience and Capability	10 points
Project Organization and Staffing	23 points
Service Delivery	47 points
Financial	20 points
TOTAL POSSIBLE POINTS	100 Points

5.3.2 Evaluation Form

The Committee will use the following Form and points assessment system in performing its evaluation. The Form will include space for each evaluation segment that requires the evaluator to provide comments:

Proposal Evaluation Form

1. Experience and Capability (select only one rating)	10 Points
<input type="checkbox"/> Does the Applicant have the necessary experience to implement the proposed program as evidenced by similar past programs which serve the intended Participant group? Does the Applicant have adequate management and professional staff to successfully implement and manage the proposed program? (5 Points)	

<p><input type="checkbox"/> Does the Applicant have the necessary experience to implement the proposed program based on experience with past programs which are related to, but not similar to the proposed program? Does the Applicant need to recruit and/or train additional management and professional staff prior to the implementation of the proposed program to augment existing staff? (3 Points)</p> <p><input type="checkbox"/> The Applicant does not have relevant or related experience. The Applicant needs to recruit and/or train new personnel to manage and operate the proposed program? (0 Points)</p>	
<p>1. Experience and Capability (select only one rating) <i>(Continued)</i></p>	<p>10 Points</p>
<p>Capacity of Applicant – Readiness to Proceed (select only one rating)</p> <p><input type="checkbox"/> Has the Applicant secured a site to implement the proposed program? Are all resources necessary to implement the proposed program secured, or will be secured with the receipt of the requested funding? Has the Applicant developed program guidelines and identified key personnel who will manage and implement the proposed program? (5 Points)</p> <p><input type="checkbox"/> Has the Applicant secured most of the resources necessary to implement the proposed program? Do resources include an operation site, an outline of program guidelines, and identification of key staff members who will manage and implement the proposed program? (3 Points)</p> <p><input type="checkbox"/> The Applicant has not secured a site in which to operate the proposed program and the resources necessary to implement the proposed program. The Applicant has not developed program guidelines or identified key staff that will manage the proposed program. (0 Points)</p>	

2. Program Organization and Staffing	23 Points
<p>Does the Applicant’s proposed staffing patterns, Participant to staff ratios, and proposed caseload capacity appropriate for the viability of the services to be provided? (5 Points)</p>	
<p>Does the Applicant meet reasonable qualifications for staff assigned to the program? This includes the knowledge and experience of the proposed program director and/or staff. (5 Points)</p>	
<p>Has the Applicant demonstrated that services will be provided by persons with training and/or expertise appropriate to the type of service offered? (5 Points)</p>	
<p>Does the Applicant demonstrate the ability to supervise, train and provide administrative direction relative to the delivery of the proposed services? (5 Points)</p>	
<p>Does the Applicant’s organizational charts identify staff positions and lines of responsibility/supervision? (3 Points)</p>	

3. Service Delivery	47 Points
<p>Will your program practice the Housing First approach? (demonstrate a low barrier approach and prioritize rapid re-housing placement and stabilization in permanent housing) (3 Points)</p>	
<p>Does the Applicant demonstrate a thorough understanding of the purpose and scope of the proposed program’s service activities? (10 Points)</p>	

3. Service Delivery (Continued)	47 Points
Does the Applicant demonstrate a thorough understanding of community partnerships and/or linking Participants with community-based resources and services? (5 Points)	

Does the applicant demonstrate the capability to coordinate services and resources with other agencies in the community through partnerships? (10 Points)	
Do the budgeted activities for the program proposal fall within the guidelines as stated in the emphasis on Housing First activities in Section 3.1.1 of this RFP? (3 Points)	
Does the Project demonstrate prioritization of program Applicants based on vulnerability and need? (8 Points)	
Does the Applicant discuss in sufficient detail how the output/outcomes will be tracked and documented? (8 Points)	

4. Financial	20 Points
Does the Applicant have an adequate accounting system and financial controls? (5 Points)	
What percentage of administrative cost is identified in the proposed budget? (select only one rating) <input type="checkbox"/> 0% - 5% (10 Points) <input type="checkbox"/> 6% (9 Points) <input type="checkbox"/> 7% (8 Points) <input type="checkbox"/> 8% (7 Points) <input type="checkbox"/> 9% (6 Points)	

<input type="checkbox"/> 10% (5 Points) <input type="checkbox"/> 11% (4 Points) <input type="checkbox"/> 12% (3 Points) <input type="checkbox"/> 13% (2 Points) <input type="checkbox"/> 14% (1 Points) <input type="checkbox"/> 15% (0 Points)	
4. Financial (Continued)	20 Points
<p>Does the Applicant have other sources of funding to support the program? (select only one rating)</p> <input type="checkbox"/> Yes – Has other funding sources <input type="checkbox"/> 25% or More (5 Points) <input type="checkbox"/> 15% - 24% (3 Points) <input type="checkbox"/> 10% - 14% (2 Points) <input type="checkbox"/> 5% - 9 % (1 Points) <input type="checkbox"/> 0% - 4% (0 Points)	

5.4 Rejection of Proposals.

The County reserves the right to accept or reject any or all proposals and to waive any defects in said RFP if deemed to be in the best interest of the County.

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6. AWARD OF CONTRACT

6.1 Award Notification

The Proposer, if and upon being selected for grant funding, will be notified by Letter of Award from County OHCD. Said notice shall not be construed to be authorization to proceed with the performance of any program. Any services performed by the Proposer prior to execution of the grant contract shall be at the Proposer's own risk.

6.2 Execution of Contract

A contract document shall be executed by County OHCD and the selected Proposer. This document will serve as the official and legal contractual instrument between both parties. This document ("Contract") may incorporate (by attachments or reference) the terms of this RFP, with any and all addendums; and the Proposer's Best and Final Offer or proposal; all of which becomes part of the Contract. Upon receipt of the Letter of Award and contract documents, the Proposer shall have ten (10) business days to execute and return the contract documents to County OHCD. The award of contract may be withdrawn by County OHCD if any successful Proposer is unable to meet contract execution requirements. This Contract shall not be binding or of any force until said Contract has been fully and properly signed by all of the parties thereto. Routing of the Contract within the County may take up to six weeks. A complete set of the fully executed Contract will be sent to the Proposer. A copy of standard Contract provisions is attached hereto for reference as Exhibit G.

6.3 Indemnification

If selected, the Proposer shall perform the contract as an independent contractor and shall indemnify and save the County and its officers and employees harmless from any and all deaths, injuries, losses and damages to persons or property, and any and all claims, demands, suits, action, and liability therefore, caused by error, omissions or negligence in the performance of the Contract by the Contractor or the Contractor's subcontractors, agents and/or employees, until such time as action against the Contractor for death, injuries, losses and damages is barred by the provisions of Chapter 657, HRS, as amended, relating to limitations of action.

6.4 Reporting Requirement

If selected, the Proposer shall be required to provide one or more reports, including a final report of the funded project to County OHCD. Funding from County OHCD must be acknowledged in this report and in all other publications based on the project results. Interim reports may also be required per the contractual agreement. All project reports and results are considered public property and cannot be patented, copyrighted, or restricted in any manner unless specifically agreed to by both parties.

6.5 Unallowable Expenditures

If a reported expenditure(s) is subsequently determined by County OHCD to be inappropriate, unallowable, or not made in accordance with the approved budget, federal, state and county regulations, County OHCD may choose not to reimburse the expenditure and require the Provider to resubmit another invoice accounting for only the expenditures allowed. If the Provider has already been paid, County OHCD may require that an equivalent amount be credited back to the invoice submitted or refunded by the Provider to the County for the specified amount. If after payment of the last installment, investigation and examination reveal additional expenditures that are determined by the County to be inappropriate and unallowable, the County may require that an equivalent amount be refunded to the County, notwithstanding the County's preliminary determination of appropriateness and allowability.

6.6 Termination of Contract

Upon the termination date of the contract for whatever reason, any and all unexpended funds advanced by County OHCD shall be remitted to County OHCD within forty-five (45) days. Funds shall be considered expended if the contractor has written verification that an expense was accrued during the time of performance, and if the expense was made in accordance with the approved budget.

6.7 Code of Ethics

The provisions of Hawai'i County Code Chapter 2, Article 15 ("Code of Ethics") must be complied with before an award may be made. Requisite disclosures shall be made to County OHCD, if relevant. The execution of the Contract assumes that the awarded Proposer has made any requisite disclosures to County OHCD and will abide by all provisions of the Hawai'i County Code of Ethics.

6.8 Disclosure Required

Each Proposer shall submit a disclosure form along with its proposal that lists any board member, member, officer, director, or administrator that may have a conflict of interest or potential conflict of interest, including any familial relationship with any of the following.

- A. Member or members of the Council;
- B. Staff appointed by a member of the Council;
- C. The Mayor;
- D. The Managing Director;
- E. The Director or Deputy Director of Finance; or
- F. The Administrator or any staff of Office of Housing & Community Development;
- G. The Corporation Counsel, the Asst. Corp. Counsel, or any Deputy Corporation Counsel.

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EXHIBIT A

SEPTEMBER 1, 2022

ORGCODE CONSULTING INC.

**A STRATEGIC
ROADMAP FOR
HOMELESSNESS AND
HOUSING —
COUNTY OF HAWAI'I**



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AUTHORSHIP

This report was prepared by OrgCode Consulting Inc. The content of the report comes directly from the community. The community determined the priorities, provided input on the likely costs and impacts of implementation, provided input on the sequence of implementation, and helped articulate the brief description of each prioritized idea. Errors and omissions in the interpretation of the community input is the responsibility of OrgCode Consulting Inc.

INTRODUCTION

The County of Hawai'i, on March 23, 2022 passed Ordinance 22-26. This is the first of its kind investment directly in the County in a homelessness response. (See *Appendix A: Brief Primer on the Ordinance & Potential Amount of Annual Investment.*) Prior to this direct investment homelessness services and housing with supports in the County was only made possible through funding from the Federal and State governments. The investments from other orders of government historically come with significant strings attached in terms of how the investment can be used. Unrestrained by these restrictions from other orders of government, the County investment allows for the voice of the community from across the entire island - service providers, people experiencing homelessness, philanthropy, land owners, housing developers, business, County staff from across multiple departments, advocates and other interested stakeholders - to craft the investment framework that they believe would best result in reductions in homelessness across the County. (See *Appendix B: The Process Used to Create the Strategic Roadmap.*) The inputs from those local entities has directly resulted in this Strategic Roadmap for Homelessness and Housing — County of Hawai'i (the "Strategic Roadmap" hereafter). The development of the Strategic Roadmap also analyzed and considered all matters related to Resolution 442-22 (See *Appendix C: Analysis and Considerations in Developing the Strategic Roadmap.*)



A diverse group of community stakeholders gathered on August 12, 2022 to discuss and prioritize how best to use the new County investment to impact homelessness and housing needs on the island.

PRIORITIES FOR THE INVESTMENT, AS DETERMINED BY THE COMMUNITY

The 59 participants at the August 12, 2022 session reached collective agreement that the top priorities for investment, in ranked order are as follows:

Priority	Rank
Permanent Supportive Housing and Permanent Housing with Supports	1
Detoxification and Treatment Options for People Experiencing Homelessness	2
Housing, Supporting and Serving Families with Minor Children	3
Increasing Supply of Affordable Housing Generally	T4
One Stop Housing and Services Resource Center	T4
Housing, Supporting and Serving Individuals and Couples Experiencing Chronic Homelessness	6
Supporting the Homelessness and Housing Support Workforce in the Non-Profit Sector	7
Supporting People with Special Needs	8
Expanding Street Medicine	T9
Providing Storage Solutions to People Experiencing Homelessness	T9
Technical Assistance with Housing Development	T11
Improving Transportation Options for People Experiencing Homelessness	T11
Expanding Bridge and Interim Housing Options	T11

Details for each of these priorities are outlined in the tables that follow, and provide details on:

- The priority ranking reached by the community for the idea;
- An impression of the cost of implementation, as determined by the community;
- An impression of the impact of implementing the specific priority idea; as determined by the community; and,

- A brief description of the idea.

The ideas are detailed in the order of priority as determined by the community.

PERMANENT SUPPORTIVE HOUSING & PERMANENT HOUSING WITH SUPPORTS

Community Priority Rank	ONE
Cost of Implementation	HIGH
Impact of Implementation	HIGH
Brief Description	Permanent Supportive Housing and Permanent Housing with Supports is an approach to housing the most acute and vulnerable members of the homelessness population. While primarily serving individual adults experiencing homelessness, the community desire is to not be restricted solely to US Department of Housing and Urban Development (HUD) criteria for Permanent Supportive Housing, and allow for housing other individuals, couples and families that may not meet HUD’s definition of chronic homelessness, but have higher support needs that may result in needing permanent services while in housing. Housing models such as this, while expensive to build and operate, is proven to be less costly than managing highly acute people in their homelessness that remain high utilizers of emergency services and homelessness response services.

DETOXIFICATION & TREATMENT SERVICES FOR PEOPLE EXPERIENCING HOMELESSNESS

Community Priority Rank	TWO
Cost of Implementation	HIGH
Impact of Implementation	HIGH
Brief Description	The County does not have sufficient detoxification and treatment options for people experiencing homelessness that use alcohol and/or other drugs. As a result, there is nowhere to take people who seek to detox or work on cessation and abstinence. The lack of this service is a huge issue for people experiencing homelessness on the island, and is a massive hole in the arsenal of tools that a homelessness service professional needs at their disposal. While high cost to implement, this will have a significant impact on the lives of people living with addiction that are also experiencing homelessness.

HOUSING, SUPPORTING AND SERVING FAMILIES WITH MINOR CHILDREN

Community Priority Rank	THREE
Cost of Implementation	MEDIUM-HIGH
Impact of Implementation	HIGH
Brief Description	Providing stable housing and supports to families with minor children disrupts the intergenerational impacts of homelessness. It also improves health, educational attainment, and psycho-social development of children. Resolving homelessness for families with minor children today is a prevention investment against chronic homelessness amongst the children of the family in the future.

INCREASING SUPPLY OF AFFORDABLE HOUSING GENERALLY

Community Priority Rank	TIED FOUR
Cost of Implementation	HIGH
Impact of Implementation	MODERATE-HIGH
Brief Description	Increasing the supply of affordable housing generally has several benefits. It can be a form of housing that people exiting homelessness with low to moderate needs can benefit from where affordability is the primary barrier to housing access and stability. It can also be a form of housing that benefits other lower income people and people on fixed incomes to prevent homelessness. It is acknowledged that various types of housing that is affordable to very low-income people is needed throughout the island, and can further be customized to the needs of specific population groups (for examples: families of all sizes; unaccompanied youth; Native Hawaiians; etc.) On top of this, increasing the supply of affordable housing can be implemented in various ways: smaller homes; micro-homes; intergenerational housing; etc. Finally, increasing the supply of affordable housing can happen through new building, acquisition, rehabilitation and renovation of existing ageing housing stock, and/or, through local vouchers.

ONE STOP HOUSING AND SERVICES RESOURCE CENTER

Community Priority Rank	TIED FOUR
Cost of Implementation	MODERATE
Impact of Implementation	MODERATE-HIGH
Brief Description	One or more One Stop Resource Centers, preferably located at different locations on the island, provides a daytime resource for individuals, couples, and families experiencing homelessness. Participants at the One Stop can get services, referrals, and direct housing assistance. Furthermore, meal programs can be integrated in a One Stop, and consideration may be given to including the likes of safer parking or storage at the same location. Depending upon location and design, a One Stop could also be used to integrate Rest Zones for people that will not use shelter, but may come indoors for a shorter period of time to rest and get a reprieve from the streets. Finally, hygiene facilities can be integrated into a One Stop, which will expand dignity and help with maintaining health.

HOUSING, SUPPORTING AND SERVING INDIVIDUAL ADULTS AND COUPLES EXPERIENCING CHRONIC HOMELESSNESS

Community Priority Rank	SIX
Cost of Implementation	HIGH
Impact of Implementation	HIGH
Brief Description	People experiencing chronic homelessness are often the highest utilizers of emergency services and homelessness services. Furthermore, people experiencing chronic homelessness often have poor health. People in encampments are also more likely to be experiencing chronic homelessness. While the costs of supporting people experiencing chronic homelessness - especially those individuals and members of couples with chronic disease, addiction, and mental illness - can be high, the costs of the status quo or doing nothing are even higher. There is an opportunity to be innovative in housing and support models in serving the chronically homeless population in addition to best practices like Permanent Supportive Housing. For example, efforts could be made to assist Native Hawaiians experiencing chronic homelessness exclusively through a culturally appropriate approach to supporting wellness and connection to culture and traditions.

SUPPORTING THE HOMELESSNESS AND HOUSING SUPPORT WORKFORCE IN THE NON-PROFIT SECTOR

Community Priority Rank	SEVEN
Cost of Implementation	LOW-MODERATE
Impact of Implementation	MODERATE-HIGH
Brief Description	The non-profit sector generally, and the homelessness and housing support services sector specifically, are grossly underpaid for the demands of the work, as well as the training, professional development, leadership development, and staff retention costs. The pandemic has decimated much of the sector and burned out many staff. Depending on which workforce initiatives are put into place, the costs may range from low to moderate, but can have a significant impact on stabilizing the sector and the morale of the existing staff. Workforce development may also allow for prudent succession planning and leadership development in the sector, as well as equipping existing managers and directors with additional managerial skills development. Increased wages and benefits, additional training, skills development, evaluation of operations, conference attendance, and the like may all be considered as components of capacity building in the sector.

SUPPORTING PEOPLE WITH SPECIAL NEEDS

Community Priority Rank	EIGHT
Cost of Implementation	LOW-MODERATE
Impact of Implementation	MODERATE-HIGH
Brief Description	Various population groups do not neatly fit into population-specific funding investments in homelessness services or housing supports, even though they may have unique needs. This can include groups that have experienced historical or ongoing exclusion (for example, members of the LGBTQ2S+ community; members of the injection substance using community; etc.). It can include groups that are increasing in size in the homeless population like older adults. It can include groups for which there is no obvious funding source in homelessness services and housing supports like people living with developmental delays or brain injuries or COFA migrants. A category of investment like this will allow the community to further identify which specific special needs group they want to assist and why.

EXPANDING STREET MEDICINE

Community Priority Rank	TIED NINE
Cost of Implementation	MODERATE
Impact of Implementation	MODERATE-HIGH
Brief Description	While there is some street medicine available on the island for unsheltered homeless individuals with health needs, an expansion of street medicine would allow for improved geographic coverage and/or greater hours of service. Developing a relationship of trust by meeting specific health needs can be the pathway to resolution of a person’s homelessness. Furthermore, street medicine decreases demands on emergency services and hospital emergency rooms.

PROVIDING STORAGE SOLUTIONS TO PEOPLE EXPERIENCING HOMELESSNESS

Community Priority Rank	TIED NINE
Cost of Implementation	LOW-MODERATE
Impact of Implementation	MODERATE
Brief Description	For people experiencing homelessness, storage is an ongoing challenge. People are reluctant to leave their belongings to access services including viewing rental accommodation. Belongings are a reason why some people will not seek shelter services. By expanding short-term and/or longer-term storage options, it is anticipated that some people that otherwise would not access services will choose to do so. Furthermore, safe storage may result in fewer people having their belongings stolen, including very important documents like identification.

TECHNICAL ASSISTANCE WITH HOUSING DEVELOPMENT

Community Priority Rank	TIED ELEVEN
Cost of Implementation	LOW-MODERATE
Impact of Implementation	MODERATE-HIGH
Brief Description	Organizations that want to develop or expand housing options often do not have the technical expertise required to undertake such an endeavor. The technical assistance can range from financing to zoning, architecture to planning, environmental considerations to procurement, contracting to community engagement. Developing housing is not an easy task, and providing technical assistance to non-profit organizations looking to get into development or expand their historical housing development can help accelerate the addition of more housing units of a range of types and for a broad range of populations.

IMPROVING TRANSPORTATION OPTIONS FOR PEOPLE EXPERIENCING HOMELESSNESS

Community Priority Rank	TIED ELEVEN
Cost of Implementation	LOW
Impact of Implementation	MODERATE
Brief Description	Transportation options for people experiencing homelessness are very limited. Without transportation options, people experiencing homelessness can miss important appointments like viewings of apartments or health care. Furthermore, without transportation options people experiencing homelessness are less likely to get to essential emergency services.

EXPANDING BRIDGE AND INTERIM HOUSING OPTIONS

Community Priority Rank	TIED ELEVEN
Cost of Implementation	MODERATE-HIGH
Impact of Implementation	MODERATE-HIGH
Brief Description	Bridge and Interim Housing is a form of housing used on a short-term basis. With Bridge Housing, the intention is usually shorter-term (months) of supported housing between a shelter stay and when a Permanent Supportive Housing opportunity is available. Interim Housing is usually a shorter-term (weeks or months) of housing between when a person, couple or family is matched for housing and when the permanent housing unit is available. The support services in Interim Housing are less intense than in Bridge Housing. Both housing approaches can use motels or existing master leased apartments.



The 59 participants in the August 12, 2022 session were divided into four smaller groups to work through each of the major themes for consideration in prioritizing investment. This group was engaged in a facilitation discussion on the needs of specific population groups.

PROPOSED GOALS AND OUTCOMES FOR THE PRIORITIES

In implementing the *Strategic Roadmap*, it is important that the County and community partners examine *What difference will this make?* in addition to identifying *What will we do?* When considering the difference to be made, the focus is on outcomes. Throughout the Request for Proposals process, as ideas become solidified in a funding opportunity, it will be prudent to ask proponents in their response what their goal and intended outcome would be for addressing any particular priority area. At a high level, the table below outlines proposed goals and outcomes for the priorities that may be considered:

Priority	Goal(s)	Intended Outcome(s)
Permanent Supportive Housing and Permanent Housing with Supports	Increase housing options for people with complex and co-occurring needs, most of whom are experiencing chronic homelessness	<ul style="list-style-type: none"> - Increase the number of permanent supportive housing units on the island - Decrease chronic homelessness
Detoxification and Treatment Options for People Experiencing Homelessness	Create a detoxification and treatment option for people experiencing homelessness living with a substance use disorder and seeking assistance for a reprieve or permanently cease using alcohol or other drugs	<ul style="list-style-type: none"> - Detoxification and treatment option created - Decrease in hospital visits due to intoxication of people experiencing homelessness
Housing, Supporting and Serving Families with Minor Children	Reduce the intergenerational impacts of homelessness	<ul style="list-style-type: none"> - Decrease homelessness amongst families with minor children
Increasing Supply of Affordable Housing Generally	Increase the number of housing units that are affordable to low-income people, including people with very low income such as people experiencing homelessness	<ul style="list-style-type: none"> - Number of affordable housing units increases

Priority	Goal(s)	Intended Outcome(s)
One Stop Housing and Services Resource Center	Improve service access and service options for people experiencing homelessness to get the help they need to exit homelessness	<ul style="list-style-type: none"> - One stop housing and services resource center is created - Increase in people experiencing homelessness connected to the Coordinated Entry Process for housing - Increased service options for people currently experiencing homelessness
Housing, Supporting and Serving Individuals and Couples Experiencing Chronic Homelessness	<p>Reduce chronic homelessness</p> <p>Reduce the impacts of chronic homelessness on the community</p>	<ul style="list-style-type: none"> - Decrease in chronic homelessness - Increase in the number of chronically homeless people accessing housing and supports
Supporting the Homelessness and Housing Support Workforce in the Non-Profit Sector	Build and sustain capacity in the non-profit sector for agencies that have direct contact and engagement with people experiencing homelessness	<ul style="list-style-type: none"> - Increase staff retention in the sector - Improved service outcomes through improved knowledge
Supporting People with Special Needs	Ensure various subpopulations are well served through the response to housing needs and homelessness	<ul style="list-style-type: none"> - Increase in people with special needs accessing homelessness services - Increase in people with special needs accessing housing
Expanding Street Medicine	Improve health outcomes and service connection for people experiencing homelessness that have one or more health concerns	<ul style="list-style-type: none"> - Increase diversion from hospital emergency room for people experiencing homelessness with health concerns for routine care
Providing Storage Solutions to People Experiencing Homelessness	Provide storage solutions to people experience homelessness to improve service and housing access	<ul style="list-style-type: none"> - Increase in service access for people with possessions

Priority	Goal(s)	Intended Outcome(s)
Technical Assistance with Housing Development	Expand expertise in housing development and increase diversity of organizations involved in housing development	<ul style="list-style-type: none"> - Increase in housing development - Increase in the diversity of organizations involved in housing development
Improving Transportation Options for People Experiencing Homelessness	Increase access to homelessness services and housing opportunities by expanding transportation options	<ul style="list-style-type: none"> - Decrease in people remaining homeless because they could not get to services or housing appointments
Expanding Bridge and Interim Housing Options	Increase temporary housing options for people on a pathway to housing	<ul style="list-style-type: none"> - Decrease in pressure on shelter for people on the housing pathway but waiting for their permanent housing solution

IMPLEMENTATION OPTIONS

Implementation can be considered in three different ways.

In the first approach, a percentage of funding each year would be allocated to each of the priority services and housing. Prioritized population groups would be served through the services and housing put into motion.

Priority	Rank	Year 1	Year 2	Year 3	Year 4	Year 5
Permanent Supportive Housing and Permanent Housing with Supports	1	35%	36%	38%	38%	38%
Detoxification and Treatment Options for People Experiencing Homelessness	2	20%	19%	18%	18%	18%
Housing, Supporting and Serving Families with Minor Children	3	*	*	*	*	*
Increasing Supply of Affordable Housing Generally	T4	15%	17%	19%	19%	19%
One Stop Housing and Services Resource Center	T4	7%	6%	6%	6%	6%
Housing, Supporting and Serving Individuals and Couples Experiencing Chronic Homelessness	6	*	*	*	*	*
Supporting the Homelessness and Housing Support Workforce in the Non-Profit Sector	7	3%	3%	2%	2%	2%
Supporting People with Special Needs	8	*	*	*	*	*
Expanding Street Medicine	T9	5%	5%	5%	5%	5%
Providing Storage Solutions to People Experiencing Homelessness	T9	3%	2%	2%	2%	2%
Technical Assistance with Housing Development	T11	5%	5%	4%	4%	4%
Improving Transportation Options for People Experiencing Homelessness	T11	2%	2%	2%	2%	2%
Expanding Bridge and Interim Housing Options	T11	5%	5%	4%	4%	4%

* = these population groups will be served through the other service and housing initiatives that are prioritized. These population groups will be prioritized in the implementation of other service and housing initiatives.

STRATEGIC ROADMAP

In the second approach, the emphasis is on sequencing implementation of some items over a five year period. This approach places greater weight on getting the highest priority ideas into motion with greater impact. For example, a bigger investment in Permanent Supportive Housing and Permanent Housing with Supports in the first couple of years will allow for greater capital investment to get more units produced, which is then followed by a smaller investment for operations thereafter.

Priority	Rank	Year 1	Year 2	Year 3	Year 4	Year 5
Permanent Supportive Housing and Permanent Housing with Supports	1	66%	66%	46%	23%	23%
Detoxification and Treatment Options for People Experiencing Homelessness	2	25%	18%	18%	18%	18%
Housing, Supporting and Serving Families with Minor Children	3	*	-	-	*	-
Increasing Supply of Affordable Housing Generally	T4	0%	0%	0%	28%	28%
One Stop Housing and Services Resource Center	T4	0%	0%	14%	12%	12%
Housing, Supporting and Serving Individuals and Couples Experiencing Chronic Homelessness	6	-	*	-	-	*
Supporting the Homelessness and Housing Support Workforce in the Non-Profit Sector	7	2%	2%	3%	3%	3%
Supporting People with Special Needs	8	-	-	*	-	-
Expanding Street Medicine	T9	0%	5%	5%	5%	5%
Providing Storage Solutions to People Experiencing Homelessness	T9	0%	2%	2%	2%	2%
Technical Assistance with Housing Development	T11	5%	5%	5%	2%	2%
Improving Transportation Options for People Experiencing Homelessness	T11	2%	2%	2%	2%	2%
Expanding Bridge and Interim Housing Options	T11	0%	0%	5%	5%	5%

In the third approach, priorities named by the community are grouped together by similarities for greater efficiency and ease of implementation. For example, the One Stop Housing Services Resource Center could also be the place that provides transportation options and storage solutions. ***This approach is the preferred and recommended***

approach to maximize flexibility and impact of the County investment, and is best suited to the needs and desires of the community-based sector.

Theme	Priority	Rank	Year 1	Year 2	Year 3	Year 4	Year 5
Housing Development & Support Operations	Permanent Supportive Housing and Permanent Housing with Supports	1	55%				
	Technical Assistance with Housing Development	T11					
	Expanding Bridge and Interim Housing Options	T11					
	Increasing Supply of Affordable Housing Generally	T4					
Addiction and Medical Assistance	Detoxification and Treatment Options for People Experiencing Homelessness	2	30%				
	Expanding Street Medicine	T9					
Co-located Services	One Stop Housing and Services Resource Center	T4	12%				
	Providing Storage Solutions to People Experiencing Homelessness	3					
	Improving Transportation Options for People Experiencing Homelessness	T11					
Capacity Building	Supporting the Homelessness and Housing Support Workforce in the Non-Profit Sector	T4	3%				

Within each year, emphasis can be placed on exclusively serving families, people experiencing chronic homelessness, and people with special needs. The flexibility with the approach noted above allows for the community to respond to Requests for Proposals based upon opportunities that may exist in any given year rather than being beholden to just one approach in any given year. For example, perhaps in Year 2 there is a shovel-ready affordable housing project, but no opportunities to expand Bridge Housing. There is no need to stall the affordable housing development just to allocate some funding to Bridge Housing that would not be possible that year and result in underspent funding.

CONCLUSION

The community has spoken on their priorities for investing approximately \$9 million in County funds annually in the homelessness response and expanding housing options. Unlike other processes that gather input from various stakeholders and then are interpreted by an outsider on priorities, in this process the community transparently and through considerable dialogue named the priorities and ranked the priorities as a collective. The community knows best where there are shortcomings in Federal and State funding for the homelessness response, and the ways in which the community would like to invest County money to be most impactful and strategic.

While 13 ideas were agreed to as a collective (the aim was to have 10 priorities, but with ties there were 13 priorities), it should be noted that the first two ideas: 1. Permanent Supportive Housing and Permanent Housing with Supports; and, 2. Detoxification and Treatment Options for People Experiencing Homelessness were ranked by the community much higher and a much stronger priority than any of the other ideas. Movement on both of these items early on will be important to the community, the County, and people experiencing homelessness.

There are resources predicted annually through the County funds that will allow for these two priority areas to be initiated and to ensure investments in other priority areas as well. However, the cost of the two priority areas is high. If other priorities need to wait in order for these two priority areas to be activated upon at a scale to have a larger impact, especially in the early years of the County investment, it will likely be met with support from all stakeholders that had a voice in the process.



This smaller group discussion on August 12, 2022 focused on Housing with Supports. After all 59 participants on the day discussed Housing with Supports, the importance of Permanent Supportive Housing and Permanent Housing with Supports emerged as the top priority of all participants.

APPENDIX A: A BRIEF PRIMER ON THE ORDINANCE & POTENTIAL AMOUNT OF ANNUAL INVESTMENT

In 2022, County Council approved Bill 111. The Bill allocates no less than 75% of the property tax collected each year from Tier 2 residential properties. These properties are second luxury homes with a value of \$2 million or more.

The ordinance, as approved, took effect on July 1, 2022 and will be in place until June 30, 2027. It is estimated by County finance officials that the program will generate about \$9 million in the first fiscal year. Each year of the program, these funds are to be used exclusively for county-sponsored programs to address housing and homelessness.

This is the first and only direct County funding stream for the purpose of addressing housing and homelessness. All other investments in homelessness come from the State of Hawai'i or the federal government, primarily through the US Department of Housing and Urban Development. Whereas the state and federal investments can be quite limiting or prescriptive, the county program allows for direct investment in the most pressing needs facing people experiencing homelessness on the island.

APPENDIX B: THE PROCESS USED TO CREATE THE STRATEGIC ROADMAP

The process used to create the strategic roadmap emphasized participatory planning, giving direct voice and agency to the participants. It was a planning process that valued consensus, and when that was not possible, the use of an open, democratic voting process on ideas and priorities. It is a process that allowed for considerable dialogue, active listening, empathetic engagement, and creativity. Facilitation, subject matter expertise to help guide the framing of the main currents of thought and practice in evidence-based and evidence-informed response to homelessness, and answer questions of the participants in the process, was provided by OrgCode Consulting Inc.

GROUP DISCUSSIONS OF INVITED STAKEHOLDERS

Four group discussions were held. Two 90 minute sessions occurred on July 22, 2022, and two 90 minute sessions occurred on August 5, 2022. Participants in the group discussions were invited by County staff. In total, 128 invitations were sent to participate in the four sessions.



This small group breakout discussion on August 12, 2022 focused on Emergency Responses to homelessness, what needed to be improved in Emergency Responses, and what should be considered a priority investment to best serve people currently experiencing homelessness.

Within the four group discussions, participants were further subdivided and randomly assigned to groups of approximately 6 participants to discuss three themes in greater detail:

1. Housing and supports
2. Emergency responses
3. Needs of specific population groups

Each of the smaller groups was asked to come forth with their top 3 to 5 priorities for what should be considered with the investment relative to each theme. The groups were asked to reach consensus on the ideas through their discussion. These ideas reached by consensus in the smaller groups were reported back to the larger group at each of the four group discussions. Opportunity was provided to ask questions of clarification on the ideas emerging from the smaller groups. All of the top priorities were noted from each of the smaller groups.

In addition to the three main themes discussed (housing and supports, emergency responses, needs of specific population groups), every meeting allowed for participants to put forth any other ideas they wanted considered. Participants were encouraged to be innovative in this regard. Furthermore, participants were instructed that any of the other ideas could be considered.

ANALYSIS ACROSS THE FOUR GROUP DISCUSSIONS

Across the four group discussions, there were 9 smaller breakouts resulting in 167 short-listed priority ideas. These 167 short-listed priority ideas were analyzed for themes that were most commonly suggested as priorities relative to housing and supports, emergency responses, the needs of specific population groups, and other ideas. The 167 short-listed priority ideas were condensed to 32 ideas because more than one breakout group had the same ideas. The 32 most common ideas, were as follows:

HOUSING AND SUPPORTS

- Permanent Supportive Housing
- Smaller homes and micro-homes
- Larger homes for inter-generational families and larger families
- Bridge Housing
- Housing for people that are justice involved
- Housing with a harm reduction focus for people that use alcohol or other drugs

EMERGENCY RESPONSE

- Street medicine expansion
- One-stop resource centers
- Additional shelter
- Reunification assistance to the other states
- Mobile crisis response team
- Respite care for people post hospital stay
- Street respite
- Detox and treatment
- Safe parking

NEEDS OF SPECIFIC POPULATIONS

- Chronic homelessness
- Intergenerational families
- Young head(s) of household families
- Youth aging out of care
- Native Hawaiians
- Frequent service users (in and out of hospital, shelter, incarceration, etc.)
- LGBTQ2S+
- Micronesia peoples

OTHER IDEAS

- 3D printing of housing
- Training
- Enhanced security
- COFA
- Job integration
- Domestic Violence resources
- Responding to human trafficking
- Suitable storage for short and long-term
- A place for outreach teams to take someone connected to, but does not want shelter or shelters are full

ALL-DAY COMMUNITY DISCUSSION AND COLLECTIVE PRIORITIZATION SESSION

Altogether, 144 people were invited to an all-day session for a community discussion and collective prioritization session for County investment in the homelessness and housing response stemming from the new ordinance, and 59 people attended. The attendees represented a number of interests in the subject matter from across the entire County: non-profit service providers, business interests, people with lived experience of homelessness, philanthropy, housing developers, land owners and various government officials.

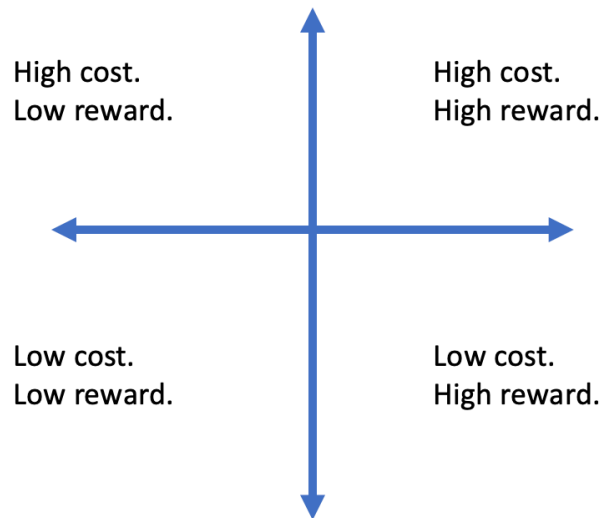
Following introductory remarks, participants were presented with information on best and promising practices in preventing and reducing homelessness, followed by the short-listed ideas, organized into four themes (housing and supports, emergency response, populations, and, other ideas) that emerged from the four previous group sessions held online. Following the presentation, people were divided into four roughly equal sized groups. Each group started with one of the four themes. With the help of a note-taker/facilitator, each group was then given sufficient time for discussion and debate of the topic and charged with the following instructions:

STEP ONE:

- Of the themes that emerged from the four groups prior to today, as a group rank order your top five ideas in order of preference to be invested in over the next five years for the theme.
- IF** (and only *if*) a group member has an additional idea related to the theme, and the group agrees, it can be added to the list to prioritize.
- Try to reach consensus as a group on the top five ideas related to each theme.
- If consensus is not possible, the facilitator will help you vote for your top five and help you put them in order of preference.

STEP TWO:

- Take each of your top five ideas and plot them on the graph:



STEP THREE:

- Identify which year, over the next five years, you (as a group) would implement each of your top five ideas.
- You can have more than one idea in one year.
- You can have some years where no ideas are put into action.

STEP FOUR:

•Now, looking at your top five ideas spread across five years, indicate what percentage of overall funding in each of those years you would allocate to each idea.

•Example:

IDEA	YEAR	% OF TOTAL
Rapid rehousing for youth	3	25%

STEP FIVE:

•Write out 2-5 sentences describing each of your top five ideas, why you think it is important to preventing and reducing homelessness in Hawai'i County

Each group rotated through each of the four major themes. At the start of each move, the group collectively had the opportunity to review what the previous group had prioritized. In contemplating and reacting to the previous group, the group had the opportunity to build upon the previous group's ideas, affirm the previous group's ideas, or set forth on a new direction. Every group worked through each of four themes collectively making the ideas stronger and more refined throughout the day. By the end of each group working through each theme, the top five ideas that emerged from each group were grouped together, weighted and prioritized. Within each of the themes, the priorities were as follows:

EMERGENCY RESPONSE	POINTS
Detoxification and Treatment Options for People Experiencing Homelessness	20
One Stop Housing and Services Resource Center	15
Expanding Street Medicine	10

POPULATIONS	POINTS
Housing, Supporting and Serving Individuals and Couples Experiencing Chronic Homelessness	19
Housing, Supporting and Serving Families with Minor Children	15
Supporting People with Special Needs	11

HOUSING AND SUPPORTS	POINTS
Permanent Supportive Housing and Permanent Housing with Supports	19
Technical Assistance with Housing Development	11
Expanding Bridge and Interim Housing Options	9
Increasing Supply of Affordable Housing Generally	9

OTHER IDEAS	POINTS
Providing Storage Solutions to People Experiencing Homelessness	13
Supporting the Homelessness and Housing Support Workforce in the Non-Profit Sector	10
Improving Transportation Options for People Experiencing Homelessness	10

The final step was for each group to review these priority areas from across groups and put them in order of their top five priorities across all themes. It was from there that the overall community priority list emerged:

Priority	Rank
Permanent Supportive Housing and Permanent Housing with Supports	1
Detoxification and Treatment Options for People Experiencing Homelessness	2
Housing, Supporting and Serving Families with Minor Children	3
Increasing Supply of Affordable Housing Generally	T4
One Stop Housing and Services Resource Center	T4
Housing, Supporting and Serving Individuals and Couples Experiencing Chronic Homelessness	6
Supporting the Homelessness and Housing Support Workforce in the Non-Profit Sector	7
Supporting People with Special Needs	8
Expanding Street Medicine	T9
Providing Storage Solutions to People Experiencing Homelessness	T9
Technical Assistance with Housing Development	T11
Improving Transportation Options for People Experiencing Homelessness	T11
Expanding Bridge and Interim Housing Options	T11

It should be noted that in the final priority ranking from across all groups, two ideas were leaps and bounds ahead of the priority preferences of all other ideas. The first idea clearly prioritized for the community is to add Permanent Supportive Housing and Permanent Housing with Supports. The second idea clearly prioritized by the community is to add Detoxification and Treatment Options for People Experiencing Homelessness. No other ideas had universal support in the same way that these top two did across the entire community.



The large group on August 12, 2022 working through the final prioritization of all ideas that emerged and were discussed throughout the day. This final session provided absolute clarity on not just which ideas were priorities, but which ideas (Permanent Supportive Housing and Permanent Housing with Supports; Detoxification and Treatment Options for People Experiencing Homelessness) were deemed an even greater priority than other ideas that emerged and were discussed throughout the day

APPENDIX C: ANALYSIS AND CONSIDERATIONS IN DEVELOPING THE STRATEGIC ROADMAP

County Council, in Resolution 442-22, which formally requested the Strategic Roadmap, outlined the following to be completed in developing the Strategic Roadmap:

BE IT FURTHER RESOLVED that, to develop a vision and actionable steps towards reducing homelessness in the County of Hawai‘i, the Strategic Roadmap for Housing and Homelessness should include an analysis of data relevant to housing and homelessness in the community, a gathering of input from a range of stakeholders, an evaluation of the current state of homelessness, goals and outcome measures, funding priorities, strategies for leveraging existing resources, and research-based best practices in addressing homelessness.

Resolution Request	How It Was Completed/Document(s) Reviewed
Analysis of data relevant to housing and homelessness in the community	County of Hawaii Office of Housing & Community Development Consolidated Plan (2020-2024): https://records.hawaiicounty.gov/webink/DocView.aspx?dbid=1&id=104657&page=1&cr=1
A gathering of input from a range of stakeholders	The four focus group sessions (July 21 and August 5, 2022) and the community gathering on August 12, 2022.
An evaluation of the current state of homelessness	<p>A review of the 2022 Point in Time Count https://www.btghawaii.org/media/uploads/2022_btg_pit_count_report_-_4.6.22.pdf</p> <p>A review of the Homeless Management Information System Exit Destination Report https://www.btghawaii.org/media/uploads/exit_report_2022.06_-_7.27.22.pdf</p> <p>A review of the Housing Inventory prepared for HUD.</p>
Goals and outcome measures	Proposed goals and outcomes included as part of the <i>Strategic Roadmap</i> , informed by the community discussion and conclusions reached by the community attendees at the session on August 12, 2022.
Funding priorities	Established and agreed upon using a fulsome, democratic process with a broad range of community stakeholders on August 12, 2022.

Resolution Request	How It Was Completed/Document(s) Reviewed
Strategies for leveraging existing resources	<p>While implementing a competitive process for receiving County funding, County staff from OHCD will ensure that the funding opportunity is crafted to compliment existing Federal and State funding resources.</p> <p>Considerations of funding from other sources was included in the community conversations on August 12, 2022.</p>
Research-based best practices in addressing homelessness	<p>During the community presentation on August 12, 2022, OrgCode presented research-based best practices to attendees prior to their deliberations and discussions on what they felt would be best for the County investment.</p>

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EXHIBIT B
ORGANIZATION INFORMATION FORM

Project Title _____

Provide the following organizational information in the space provided.

Organization name as listed on all organizational documents.

Complete name(s) and title(s) of the person(s) authorized to execute agreements on behalf of the applicant.

Name and contact information of primary representative for proposal application

Organization physical address.

Organization mailing address.

Organization telephone number

Organization website and email addresses

Federal Tax ID Number and Hawai'i General Excise Tax Number

Mark which one applies to your organization:

- 1. Not-for-profit organization incorporated under the laws of the State of Hawai'i, or a non-profit organization exempt from the federal income tax by the internal Revenue Service
- 2. A State, County, research or educational institution or agency

Authorized signature

If box number 1 is marked, attach one set of the following required organizational documents.

1. Current Charter or Articles of Incorporation.
2. Current By-Laws.
3. Current Corporate Resolution, if required per by-laws.
4. A current Board of Directors list including names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors.
5. Copy of IRS verification of tax-exempt status, if applicable.
6. Current Certificate of Compliance from the State's Hawai'i Compliance Express program, government entities excluded.

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EXHIBIT D
PROPOSAL PROJECT NARRATIVE

Instructions: The narrative shall follow the flow and sequence as outlined below. The format shall:

- be a maximum fifteen (15) pages for narrative content (this does not include any relative attachments required or provided, such as curriculum vitae);
- be bound (no spiral binding);
- begin with a table of contents section;
- begin each section indicating the corresponding number and letter; and
- be printed on plain white letter-sized paper, one-inch margins; font size 11 point or larger;
- not be handwritten; no handwritten responses will be accepted.

Narrative

1. Proposed Project Activities and Outcomes
 - a. Name any priority or priorities from page 4 of Exhibit A (Roadmap) that apply to the proposed project.
 - b. Describe planned project activities and the project timeline.
 - c. Indicate whether an operation site for the proposed services or activities is secured. If a site is not yet secured, explain plans to establish a location for the proposed operation. Describe the proposed location and facilities.
 - d. Explain what the proposed project will produce or accomplish and its intended outcomes. Describe how the expected results help to achieve the goals and outcomes from the Roadmap (page 12 of Exhibit A).
 - e. Demonstrate how the proposed project prioritizes program Participants based on vulnerability and need.
 - f. Describe the specific measure(s), data or data sets that will be used to evaluate success of project goal(s) and outcome(s). Measures should be specific, results-oriented, and achievable.
 - i. Provide current baseline data figures available and the date collected for all data or data sets indicated.
 - ii. Provide the source used for any data or data sets indicated
 - g. Describe plans for the proposed project beyond the County contract period.

2. Organization Qualifications
 - a. List and explain the role and qualifications of project personnel who will execute the project and manage the funded activities. Include descriptions of their education and work experience. Current curriculum vitae may be attached to provide descriptions of education, work experience and qualifications.
 - b. Explain the applicant organization's experience or expertise in performing work similar to the proposed project.
 - c. Briefly describe the applicant organization's history, mission, goals, target, population served and past accomplishments.
 - i. Explain the duration and strength of project partnerships.
 - ii. Provide an organizational chart.
 - d. Describe the fiscal and administrative controls in place to properly manage County funds.
3. Experience
 - a. Submit a verifiable history of a minimum of one (1) year, within the most recent three (3) years of experience with the Housing First Approach *or* in the program area for which the proposal is being made.
 - b. Demonstrate and document knowledge, skills, capacity, and competence to perform the proposed services.
4. Coordination of Services: Demonstrate the capability to coordinate services and resources with other agencies in the community.
5. Personnel
 - a. Explain plans to provide adequate staffing on a day-to-day basis.
 - b. Explain plans to ensure that staff, volunteers, and contracted personnel meet the education, work experience, and training qualifications necessary to provide the contracted service activities. Examples of qualified positions include case manager, housing locator, employment specialist, and street medicine provider.
 - c. If applicable to the proposed program, direct service staff shall have at least one hour of individual supervision bi-weekly to help them to develop low barrier, assertive engagement skills, build Participant motivation, conduct thorough assessments, establish meaningful housing plans, ensure Participant and staff safety, and/or support self-care.

EXHIBIT E PROPOSED PROJECT BUDGET

(Period _____ to _____)

Applicant/Provider: _____

RFP No.: _____

Project Name: _____

Contract No. (As Applicable): _____

**not including potential funding applying for with this proposal submission if awarded*

BUDGET CATEGORIES	Funds Applying For with this Proposal Submission (A)	Federal Funds (B)	State of Hawai'i Funds (C)	*County Funds (D)	In-Kind Items Value or Donation Funds (E)	Private Funds (F)	TOTAL Funds (G)
A. ADMINISTRATIVE COSTS (no more than 15% maximum - see evaluation criteria)							\$ -
B. PERSONNEL COST							\$ -
1. Salaries							\$ -
2. Payroll Taxes & Assessments							\$ -
3. Fringe Benefits							\$ -
TOTAL PERSONNEL COST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. OPERATIONAL EXPENSES							
1. Airfare, Inter-Island							\$ -
2. Airfare, Out-of-State							\$ -
3. Audit Services							\$ -
4. Contractual Services							\$ -
5. Insurance							\$ -
6. Lease/Rental of Equipment							\$ -
7. Lease/Rental of Motor Vehicle							\$ -
8. Lease/Rental of Space							\$ -
9. Mileage							\$ -
10. Postage, Freight & Delivery							\$ -
11. Publication & Printing							\$ -
12. Repair & Maintenance							\$ -
13. Staff Training							\$ -
14. Per Diem							\$ -
15. Supplies							\$ -
16. Telecommunication							\$ -
17. Transportation (ground travel)							\$ -
18. Utilities							\$ -
19. Other (specify):							\$ -
20. Other (specify):							\$ -
21. Other (specify):							\$ -
22. Other (specify):							\$ -
TOTAL OTHER CURRENT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SOURCES OF FUNDING			Budget Prepared By:				
(a) Total Funds	Phone		Name (Please type or print)	Phone	Phone	Phone	Phone
(b)							
(c)	Date		Signature of Authorizer	Date	Date	Date	Date
(d)			Name and Title (Please type or print)				
TOTAL REVENUE							
	Date						

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EXHIBIT F
PROPOSED PROJECT BUDGET - NARRATIVE
 (Period _____ to _____)

Applicant/Provider:

RFP No.:

Project Name:

Contract No. (As Applicable):

**not including potential funding applying for with this proposal submission if awarded*

BUDGET CATEGORIES	Funds Applying For with this Proposal Submission	Provide as much detail about each budget line item as possible. Totals should match the Proposed Project Budget form summary line items. If more space is needed than provided on this form, attach additional sheets. If an expense category is zero, indicate "Not Applicable".
A. ADMINISTRATIVE COSTS		
B. PERSONNEL COST		
1. Salaries		
2. Payroll Taxes & Assessments		
3. Fringe Benefits		
TOTAL PERSONNEL COST	\$ -	
C. OPERATIONAL EXPENSES		
1. Airfare, Inter-Island		
2. Airfare, Out-of-State		
3. Audit Services		
4. Contractual Services		
5. Insurance		
6. Lease/Rental of Equipment		
7. Lease/Rental of Motor Vehicle		
8. Lease/Rental of Space		
9. Mileage		
10. Postage, Freight & Delivery		
11. Publication & Printing		
12. Repair & Maintenance		
13. Staff Training		
14. Per Diem		
15. Supplies		
16. Telecommunication		
17. Transportation (ground travel)		
18. Utilities		
19. Other (specify):		
20. Other (specify):		
21. Other (specify):		
22. Other (specify):		
TOTAL OTHER CURRENT EXPENSES	\$ -	
TOTAL	\$ -	

EXHIBIT G
CONTRACT PROVISIONS

1. PAYMENT. Up to 40% advance payment shall be made available to the Contractor upon execution of the contract, and upon receipt of proper invoicing, proof of Contractor's appropriate tax clearances, written reports and other information required from the contractor under the contract. All such information shall be mailed or delivered to the Office of Housing and Community Development, 1990 Kino`ole Street, Suite 102, Hilo, HI 96720. Periodic payment shall be approved on a reimbursement basis and upon receipt of documentation to support expenditures. Final payment shall be made available to the Contractor upon the County's receipt and approval of the contractor's final written report and the County's issuance of a notice of final approval and acceptance advising the Contractor of the satisfactory fulfillment of the terms of the contract and compliance with ACT 190, HRS section 103D-310(c), as amended.
2. FUNDING. Funding shall be expended in accordance with the proposal's project budget, unless modified to and agreed to in writing by the Department.
3. PURCHASE OF ALCOHOL PROHIBITED. Any funds contributed by the County shall not be used for the purchase of alcohol for consumption. No exceptions apply.
4. PROGRESS PAYMENTS. Payments shall be made in advance and in reimbursements. The County reserves the right to request supporting documents including but not limited to receipts and invoices for any or all payment request, at any time.

The payment request shall include the Provider's official name on company letterhead, date of letter, and the total amount requested, and shall certify that that the services rendered are in compliance with the terms of the contract.

An expense summary, indicating the appropriate line-item expenses to be charged must be included with the payment request. Expenses must be in accordance with the Provider's approved budget.

Any budget revisions requested by the Provider shall be in writing and shall be subject to the County's approval. If an amount of reporting expenditure is subsequently determined by the State to be inappropriate, unallowable, or not made in accordance with the approved budget or approved revised budget, the County may require that an equivalent amount be refunded by the Provider to the County.

The Provider's administrative cost in any or all revised or supplemental contract shall not exceed the total percentage specified in the proposed budget.

The Provider shall submit any budget revision request to the County for approval prior to 90 days before the contract expires. A budget revision request shall not be accepted by the State within 90 days of the contract expiration, unless otherwise agreed by the County in writing.

Final payment is subject to the receipt of a current Certificate of Vendor Compliance

issued by Hawaii Compliance Express, submission and acceptance of the final report and resolution of all discrepancies in performance of services and completion of all other outstanding matters under this contract.

5. TAX CLEARANCE AND VENDOR COMPLIANCE. Responsibility of Proposers in §3-122-112, Hawai'i Administrative Rules. Effective July 1, 2011, the Governor of Hawai'i signed Act 190 into law, which requires compliance documentation for awards of \$2,500.00 or more:

All vendors doing business with the State or County are required to comply with the applicable statutes, administrative rules and procedures. All vendors must verify compliance throughout the term of the contract including through final payment. Acceptable verification is through Hawai'i Compliance Express (HCE). Vendors wishing to do business with the State or County must register in HCE and be in compliance.

HCE is a one-stop online program where vendors verify and manage their compliance. Once a vendor is registered, HCE provides the following proof of compliance/compliance documentation:

- Certificate of Good Standing from the Department of Commerce and Consumer Affairs Business Registration Division.
- Tax Clearances (federal and state) from the Department of Taxation.
- Compliance with HRS Chapters 383 Hawai'i Employment Security Law (Unemployment Insurance), 386 Worker's Compensation Law, 392 Temporary Disability Insurance and 393 Prepaid Healthcare Act, from the Department of Labor and Industrial Relations.

There is a nominal fee to subscribe to HCE. Please note that it may take two or more weeks to establish a vendor account in HCE. For more information and to register, see <http://vendors.ehawaii.gov>.

6. TERM. The term of the contract shall commence as of the effective date of the contract and continue to and including the date specified in the contract unless the contract is terminated sooner as provided in the contract. Notwithstanding the foregoing, the term of the contract may be extended by written, mutual agreement of the parties.
7. REPRESENTATIONS AND WARRANTIES. The Contractor represents and warrants it is compliant with the following conditions throughout the duration of this contract:
- a. Contractor employs and appoints persons on the basis of merit and ability.
 - b. Contractor agrees not to use any public funds for purposes of entertainment or perquisites not previously approved by the COUNTY.
 - c. Contractor shall comply with such other requirements as the Director may prescribe to ensure adherence by the Contractor with Federal, State, and County laws, and established standards for fiscal and program management.
 - d. At no cost to the County, and for the sole purpose of the County's evaluation of the Program, if applicable, the Contractor shall make available one (1)

registration, ticket, or other license to the County for the program, conference, or other activity upon County's request.

8. **RECORDS.** The Contractor shall follow all generally accepted accounting procedures and practices and shall maintain books, records, documents, and other evidence which sufficiently and properly account for the expenditure of County funds. The books, records and documents shall be subject at all reasonable times to inspection, reviews, or audits by the Department. The Department, The County Director of Finance, or County Council may request periodic written reports on the use of County funds.
9. **REPORTS.** The Contractor shall prepare and submit to the County written reports as specified in the Final Report shall be submitted no later than twenty (20) working days after termination of the contract. In addition to any other remedy provided by law, if the Contractor fails to submit the final written report within twenty (20) working days of its due date, the County may require the nonprofit to return all grant funds awarded and deem the Contractor ineligible to receive future grant awards for at least the following fiscal year, and for all subsequent fiscal years until such time as that written report is submitted to, and accepted by, the Department. Should the final written report be deemed by the County to contain insufficient information, the Contractor shall be notified of the deficiencies and shall provide the additional information within ten (10) working days of notice or the Contractor will be deemed to be in violation of this section.
10. **PROGRAM APPROVAL.** All programs funded by the County under the contract shall be subject to, and receive approval of, the County prior to any payment to the Contractor. Any changes or deviations to any program must be submitted in writing for the review and approval of the Department. The Department's approval shall be in writing.
11. **PRINT AND BROADCAST MEDIA.** The Contractor shall acknowledge the County of Hawai'i Office of Housing & Community Development as a contributor of funds in all printed, broadcast, and other advertisement and educational material and documents relating to the Contractor's program.
12. **MODIFICATIONS OF CONTRACT.** The County may at any time make such modifications in the contract, which shall be made by a written supplemental agreement. Modifications involving no reduction or increase in compensation may be made by written order of the Housing Administrator. All modifications requested by the Contractor shall be in writing.
13. **DELAY IN PERFORMANCE OF CONTRACT.** If any delay in the performance under the contract occurs as a result of unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not limited to: acts of God, acts of the public enemy, acts of the County with respect to the contract, acts of another contractor in the performance of a contract with the County, fire, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, or delays of subcontractors or suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of both the Contractor and such subcontractors or suppliers, then the Contractor may be granted an extension of the time for

performance corresponding to the delay. No extension of time, however, may be granted unless a written application therefore stating in detail the cause or causes of delay is filed by the Contractor with the Director within ten (10) calendar days after the commencement of the delay. No extension of time shall be deemed a waiver of the right of the County to require the completion of the services under the contract within the time required herein as so extended by the specific terms of such extension, nor a waiver of right to terminate the contract for any other or additional delay not covered by the specific terms of such extension.

14. ABANDONMENT OF THE PROGRAM. Death or Disability of Contractor. In the event the County terminates the contract because it wishes to abandon, defer, restudy or revise the program, or in the event the Contractor, in the case of an individual, dies or becomes physically or mentally disabled, the contractor or the contractor's estate shall be compensated in the same proportion of the compensation under the contract as the services performed bear to the services to be performed under the contract.
15. RIGHT OF THE COUNTY TO TERMINATE. The County shall have the right to suspend performance under the contract or terminate the contract in whole or in part at any time by written notice to the Contractor. If the termination is for reasons other than default of the Contractor, the Contractor shall be compensated in the same proportion of the compensation under the contract as the services performed bear to the services to be performed under the contract.
16. TERMINATION DUE TO CONTRACTOR'S DEFAULT. The County shall have the right to terminate the contract if the Contractor:
 - a. Fails to begin work under the contract at the required times; or
 - b. Unnecessarily delays the performance of the Contract or any part thereof;
 - c. Fails to perform the contract in accordance with specified times; or
 - d. Fails to perform the contract in accordance with directions from the Administrator;or
 - e. Discontinues performance of the contract; or
 - f. Becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency; or
 - g. Fails to pay for all labor, tools, material and/or equipment; or
 - h. Violates or fails to comply with any of the terms, covenants, and conditions of the contract.
17. AUTHORITY TO WITHHOLD MONEY DUE OR PAYABLE. The County may withhold such amounts from the money due or to become payable under the contract to the Contractor as may be necessary to protect the County against liability or to satisfy the obligations of the Contractor to the County.
18. RETURN OF GRANT BALANCE. In the event the Contractor is unwilling or unable to provide the service(s) for which the grant funds were appropriated, the Director may direct the return of the full grant amount or the balance of the unexpended funds. Upon completion of the Program, the Contractor shall return the balance of the unexpended funds.

19. INDEMNITY. The Contractor shall perform the contract as an independent contractor and shall indemnify and save the County and its officers and employees harmless from any and all deaths, injuries, losses and damages to persons or property, and any and all claims, demands, suits, action and liability therefore, caused by error, omissions or negligence in the performance of the contract by the Contractor or the Contractor's subcontractors, agents and/or employees, until such time as action against the Contractor for death, injuries, losses and damages is barred by the provisions of Chapter 657, HRS, as amended, relating to limitations of action.
20. AUTHORITY OF THE DIRECTOR. The Director shall decide any question or dispute concerning any provision of the contract, which may arise during its performance. The Director's decision shall be final and binding upon all parties unless the same is fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or is not supported by substantial evidence, provided that nothing herein shall be construed as making final and binding any decision of the Director on a question of law. Pending final decision of any dispute or question, the Contractor shall proceed diligently with the performance under the contract in accordance with the decision of the Director.
21. LAWS AND REGULATIONS. The contractor shall be responsible for being fully informed of all state and federal laws, ordinances, codes, rules and regulations, which in any manner may affect the contract and the performance thereof, including but not limited to:
 - a. All sections of the Hawai'i County Charter and Hawai'i County Code;
 - b. Chapter 103, Hawai'i Revised Statutes, as amended, relating to expenditure of public money;
 - c. Chapter 378, Hawai'i Revised Statutes, as amended, relating to fair employment practices;
 - d. Chapter 489, Hawai'i Revised Statutes, as amended, relating to discrimination in public accommodations;
 - e. Chapter 396, Hawai'i Revised Statutes, as amended, relating to occupational safety and health; and
 - f. Chapter 386, Hawai'i Revised Statutes, as amended, relating to workers' compensation law.

The Contractor shall comply with all such present county, state, and federal laws, ordinances, codes, rules and regulations, and all amendments thereto. If any discrepancy or inconsistency is discovered between the contract and any such law, ordinance, code, rule or regulation, the Contractor shall forthwith report the same in writing to the Director.

22. NONDISCRIMINATION CLAUSE. Pursuant to Executive Order No. 142, County of Hawai'i, dated February 11, 2005, and amended on February 8, 2012, during the performance of this contract, the contractor agrees as follows:
- a. The Contractor shall comply with all requirements set forth in federal and state laws and regulations relative to Title VI of the Civil Rights Act of 1964, as amended, which provide for nondiscrimination in federally assisted programs.
 - b. The Contractor shall comply with applicable Federal and State laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, or handicap.
 - c. The Contractor shall not discriminate against any employee or applicant for employment because of sex, pregnancy, race, ancestry, national origin, religion, color, disability, age, handicap, marital status, military status, veteran's status, sexual orientation, lactation, arrest and court record, citizenship, or any other classification protected by state or federal law. The Contractor shall assure that applicants are employed and that employees are treated fairly during employment without regard to race, ancestry, national origin, religion, color, disability, age, marital status, military status, veteran's status, sexual orientation, lactation, arrest and court record, citizenship or any other classification protected by state or federal law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. The Contractor agrees to post in conspicuous places notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants shall receive consideration for employment without regard to sex, pregnancy, race, ancestry, national origin, religion, color, disability, age, marital status, military status, veteran's status, sexual orientation, lactation, arrest and court record, citizenship, or any other classification protected by state or federal law.
 - d. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract, this contract may be canceled or suspended in whole or in part and the Contractor may be declared ineligible for further county contracts until such time that the Contractor by satisfactory evidence, in good faith, ceases such discriminatory practices or procedures.
 - e. The contractor who subcontracts any portion of the contract shall assure the County that such subcontractor shall abide by the nondiscrimination provisions stated herein and agrees that any subcontractor who is found in violation of such provisions shall subject the principal contractor's contract with the County to be terminated or suspended pursuant to Section 16-d above.
 - f. The County may direct any bidder, prospective contractor, or subcontractor to submit a statement in writing signed by an authorized officer, agent, or employee of the contracting party that the signer's practices and policies do not discriminate on the ground of sex, pregnancy, race, ancestry, national origin, religion, color, disability, age, marital status, military status, veteran's status, sexual orientation, lactation, arrest and court record, citizenship, or any other classification protected by state or federal law, and that the terms and conditions of employment under the

proposed contract shall be in accordance with the purposes and provisions stated herein.

- g. The contractor shall comply with all such present county, state and federal laws, ordinances, codes, rules and regulations, and all amendments thereto. If any discrepancy or inconsistency is discovered between the contract and any such laws, ordinance, code, rule or regulation, the Contractor shall forthwith report the same in writing to the Director.
23. REMEDIES NOT EXCLUSIVE. The express provision in the contract of certain measures which may be exercised by the County for its protection shall not be construed to preclude the County from exercising any other or further legal or equitable right to protect its interests.
 24. PROTESTS AND FORUM SELECTION. Any protest regarding procurement law or procedure shall strictly follow the procedures pursuant to HRS, Chapter 103D, and its implementing administrative rules. No action or proceeding involving the contract shall be commenced by either party except in the Circuit or District Courts of the Third Circuit, County of Hawai'i, State of Hawai'i; nor shall any action commenced in such court be removed or transferred to any other state or federal court.
 25. CONTRACTOR'S FAILURE TO COMPLY WITH ALL REQUIREMENTS OF SOLICITATION AND CONTRACTUAL CONDITIONS. The Contractor's failure to comply with any and all of the conditions of the contract and the Solicitation for Proposals, referenced in the contract and made a part thereof, may result in the denial or rejection of future funding to the Contractor from the County.
 26. CONSTRUCTION OF CONTRACT. The masculine shall be deemed to embrace and include the feminine and the singular shall be deemed to embrace and include the plural whenever required in the context of the contract.
 27. NON-DEBARMENT REQUIREMENTS. The Contractor certifies, and, if the County, State of Hawai'i or the United States Federal government requires, shall further certify that they were not debarred by the State of Hawai'i or the United States Federal government at the time of submitting a proposal, and hereby certifies and will further certify that the Contractor shall immediately notify the County should their debarment status change anytime during the agreement period.
 28. CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS PROHIBITED. Contractor agrees to comply with HRS Chapter 11-355, which states that campaign contributions are prohibited from a State and County government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.
 29. CODE OF ETHICS. Contractor has complied with HCC §2-83(c), if applicable. Contractor understands and agrees that this contract shall be void if an officer or employee fails to comply with the disclosure requirements set forth in §2-83(c), or if the Board of Ethics finds there is a conflict of interest, or any preferential treatment involved.