



CITY OF TUCSON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

Request for Letters of Interest Heat Relief Station for People Experiencing Unsheltered Homelessness

Released: May 26, 2021. Responses Due: June 7, 2021 – 12pm AZ time

Background

The City of Tucson has planned with the community to respond to the COVID-19 virus by supporting and funding efforts to provide housing and other services to persons experiencing homelessness. The City of Tucson has received supplemental Community Development Block Grant funds through the United States CARES Act to address emergent needs related to COVID-19 and homelessness.

As a result of the on-going COVID-19 health emergency, local day centers and many other community locations are limiting or suspending in-person visits to their facilities. This has resulted in limited availability of “summer sun” heat relief options for people experiencing unsheltered homelessness.

The City of Tucson is releasing this Request for Letters of Interest from eligible not for profit and government entities with capacity to operate one or more daytime heat relief stations during the months of June, July, and August 2021. Project funding will include CDBG-CV funds and requests may not exceed \$100,000 to provide daily heat relief with a service capacity of not less than 60 individuals during operating hours. Expectations may evolve based on changes in local infrastructure, availability of community-based locations, and the community response to the COVID-19 health emergency. The selected agency will be required to work closely with City of Tucson and community teams to adjust services as needed throughout the performance period.

Eligible Applicants

The City of Tucson intends to amend an existing agreement with the successful respondent to include the scope of work and funding issued through this solicitation. Eligible applicants include not-for-profit and government entities with one or more existing Continuum of Care, Emergency Solutions Grant, Community Development Block Grant, and/or General Funds contracts or subawards with the City of Tucson.

Timeline

Respondents must be able to provide all services described in this solicitation and have the capacity to begin operations within not more than two weeks from the date of award. Services must be available through August 30, 2021 but may be canceled or reduced with 30 days’ written notice by either party if need and/or utilization of the service is reduced.

Heat Relief Facility

This project will be operated at one or more facilities owned or leased by the respondent organization. The project facility or facilities must have the capacity to provide indoor heat relief for a minimum of 60 persons during operating hours.

Scope of Work

The selected respondent will be expected to provide all services outlined in this scope of work. By responding to this solicitation, respondents certify commitment to the following:

- Participate in daily coordination with the City of Tucson and/or community-based teams regarding the implementation and utilization of the project.
- Maintain daily operations (7 days/week) with services provided for 60 individuals between 12pm and 5pm daily.
- Maintain a minimum staffing of two staff/trained volunteers on site at each facility during operating hours.
- Conduct daily health screening for all persons presenting for services and initiate referrals to medical facilities for persons experiencing symptoms of COVID-19 illness.
- Coordinate with community agencies, shelter programs, and other services (i.e. behavioral and physical healthcare, veterans' services, etc.) to initiate referral to available services.
- Coordinate with Pima County HMIS and the City of Tucson to establish a day shelter project within the Homeless Management Information System (HMIS), conduct participant intake with each person utilizing the project for the first time, and enter participation data into the HMIS daily.
- Conduct VI-SPDAT assessment with participants interested in housing services (if a recent VI-SPDAT is not already recorded within the HMIS).
- Review the community Attempt to Locate list and connect participants who have been prioritized for housing assistance through the Tucson Pima Collaboration to End Homelessness (TPCH) Coordinated Entry system to the provider to which they have been referred.
- Provide beverages, at least one meal, and one "takeaway" food bag for each guest daily.
- Provide masks and hygiene items for all participants as needed.
- Maintain site control and supervision of the facility and participants during operating hours.
- Conduct deep cleaning/disinfection of all spaces between each use following CDC guidance.
- Provide weekly report of utilization and project implementation to the City of Tucson.
- Complete all grant reporting as required by the City of Tucson.

Budget

This is a cost reimbursement agreement. The selected respondent will be required to submit monthly invoices within 15 days following each month of service. Eligible costs as identified in the approved budget will be reimbursed within 30 days of invoice receipt. All costs must be eligible under the Community Development Block Grant Program and include:

- Project staff wage and salary expense to provide services described in this solicitation including supervision/operations.
- Supply or subcontractor costs associated to provide food items for project participants.
- Operating costs associated with the delivery of the project.
- Office and project supplies including desktop consumables, cleaning supplies, hygiene packs, masks, and exposure-related items (i.e. sunscreen, hats, sunglasses, lip balm, etc.)
- Personal protective equipment to be used by project staff in the delivery of services described in this solicitation.
- Equipment costs associated with project recordkeeping, service provision, and/or HMIS data entry.
- Vehicle costs if transportation to/from project sites will be provided.
- Project administrative costs not to exceed 10% of project budget.
- Indirect costs as follows:

- At the approved indirect cost rate if the respondents which have a current federally negotiated indirect cost rate agreement.
- 10% of modified total direct costs if the selected respondent does not have a current federally negotiated indirect cost rate agreement (de minimis rate). See 2 CFR 200.68 for an explanation of modified total direct costs.

Letter of Interest

Responses to this solicitation must be provided in the form of a letter of interest issued on agency letterhead and signed by an authorized organizational representative with authority to bind the organization to the services and budget proposed. Letters of interest must include:

- Certification that the respondent will provide all services as outlined in this solicitation and that the project description and budget proposed represent a firm and binding offer to begin services described in the letter within two weeks of contract approval.
- A general description of how project services identified in this solicitation's scope of work will be provided and plan for project staffing to deliver those services.
- Prior experience providing outreach, day shelter, or similar services to people experiencing homelessness.
- Plan for uninterrupted continuity of operations in the event of staff illness or other shortage
- Individual responsible for overseeing the operations of the project.
- Detailed project budget identifying proposed costs and methodology for calculating those costs.
- Current federally negotiated indirect cost rate (if applicable) or statement that the respondent will use the de minimis indirect cost rate.
- Name, title, phone number, and email address of two persons able to answer questions related to the proposal and enter into contract negotiations with the City of Tucson.

The full letter of interest (excluding the federally negotiated indirect cost rate agreement if applicable) may not exceed 3-5 single-spaced pages using standard 11 pt. font size or larger.

The City of Tucson will review all submitted documentation. Information provided will remain confidential and will be used to develop a more detailed scope of work and funding agreement with the selected respondent.

Submittal Process

Responses must be emailed to Jodie.Barnes@tucsonaz.gov and received no later than 12pm Arizona time on Monday, June 7, 2021.

Questions Regarding this Solicitation

Questions regarding this solicitation should be emailed to Jodie.barnes@tucsonaz.gov.