



California Interagency Council on Homelessness

ERF-3-R, Application

Part 1 (A): ADMINISTRATIVE INFORMATION

Application Window

- ☐ Window #1, 11/3/2023 - 1/31/2024
- ☐ Window #2, 2/1/2024 - 4/30/2024
- ☒ Window #3, 5/1/2024 - 6/30/2024

*Applications received after 5:00 p.m. on the last day of the application window will be reviewed and evaluated during the following application window. **Note, applications submitted after 5:00 p.m. on 6/30/2024 will not be reviewed.***

Eligible Applicant

Select the eligible applicant's jurisdiction type.

- ☐ CoC ☒ City ☐ County

What is the name of the city or county?

Vista

Part 1 (B) Contracting Information

Complete all elements of the below section. This information is required for contracting should this application be chosen for award.

Contractor Information

Contractor Name (the legal entity entering into contract with the State)

City of Vista

What is the Federal Employer Identification Number (FEIN # or tax id number) for the contractor?

95-6000478

Tax ID Form

taxpayer ID form_signed.pdf

Governmental entities will need to submit a GovTIN Tax Form, and Non-governmental entities will need to submit a STD 204 Tax Form. Links to each are below:

GovTIN: [Taxpayer ID Form \(ca.gov\)](#)

STD 204: [STD 204 - Payee Data Record \(ca.gov\)](#)

Who is the best contact person for this contract?

Primary Contact

<input type="text" value="Jonathan"/>	<input type="text" value="Lung"/>
First	Last

This contact will receive ALL grant related correspondence (inclusive of application, award, contract, office hours, information requests, reporting, etc.)

Job title

<input type="text" value="Homeless Services Program Manager"/>
job title

Email

<input type="text" value="jlung@ci.vista.ca.us"/>

Phone

<input type="text" value="(760) 643-5209"/>

This contact will receive ALL grant related correspondence (inclusive of application, award, contract, office hours, information requests, reporting, etc.)

Secondary Contact

<input type="text" value="Angela"/>	<input type="text" value="Baggett"/>
First	Last

Job title

<input type="text" value="Grant Writer"/>
job title

Email

<input type="text" value="abaggett@ci.vista.ca.us"/>
--

Phone

<input type="text" value="(760) 643-5362"/>

This contact will receive ALL grant related correspondence (inclusive of application, award, contract, office hours, information requests, reporting, etc.)

Contact Person for Reporting

<input type="text" value="Jonathan"/>	<input type="text" value="Lung"/>
First	Last

Job title

Homeless Services Program Director

job title

Email

jlung@ci.vista.ca.us

Phone

(760) 643-5209

This contact will ONLY receive grant reporting correspondence (inclusive of guidance, report releases/reminders, report follow-ups).

Authorized Representative

John

First

Conley

Last

Job title

City Manager

job title

Email

jconley@ci.vista.ca.us

Phone

(760) 643-5201

The Authorized Representative has authority to contract on behalf of the eligible applicant

If this application is funded, what address should the check be mailed to?

Address

200 Civic Center Dr

Address Line 1

Address Line 2

Vista

City

California

State

92084

Zip Code

Attention to (if applicable):

Jonathan Lung

 **This Application uses character limits** 

Reaching these limits is not required, however competitive responses will address all parts of each

question asked.

Part 2: PROPOSAL OVERVIEW

Guidance:

In completing this application, applicants must identify the specific encampment that will be prioritized for resolution.

If an applicant proposes to prioritize a large, noncontiguous, or multiple site(s), the encampments may only be addressed through a single application if: (a) the justification for prioritizing the encampments is the same, **and** (b) the demographics and service needs of the residents of the encampments is sufficiently the same that, (c) the same set of services, and service providers, including outreach, interim and permanent housing programs, will be used to resolve the identified people's experience of homelessness in encampments.

Applicant must prepare a separate application for each encampment that does not meet the requirements of (a) – (c).

Proposal Summary

Summarize the proposed Encampment Resolution Fund (ERF) project, including an overview of all key components and/or phases of the project that will be funded in whole or in part with ERF-3-R resources. (1500-character limit)

The Encampment Resolution Fund (ERF) project will address homelessness in the SR 78 Caltrans Right of Way along the 78 from Emerald Drive to Sycamore and will include portions of Vista in those areas that encompass additional encampments. Vista's Strategic Plan to Address Homelessness provides for data-driven strategies aligned with Housing First principles. By providing clear pathways to housing, the project seeks to address homelessness effectively.

Leveraging existing Vista funded interim housing solutions with low barriers like the Buena Creek Navigation Center (BCNC) and Safe Parking Program, the project offers a safe environment for individuals living in various conditions. A multidisciplinary team approach ensures wrap-around services like intensive case management, peer support, connections to mental, physical, and dental health, financial literacy, vocational and technical training, and tailored housing navigation based on individual needs.

Prioritizing permanent housing opportunities, the project leverages Master Leasing, shared housing, landlord engagement and incentives, family reunification, Housing Choice Vouchers, CES, PSH developments, and RRH funding to expedite the transition into stable housing.

By partnering with our CoC, the Regional Taskforce on Homelessness, we are ensuring that all our programs use current best practices, including the creation of a By-Name-List to effectively transition unsheltered residents living in encampments to permanent housing.

People Served

Number of people currently residing in prioritized encampment site

150

#

Potential inflow of people into the prioritized encampment site during the grant term.

Due to recent political changes in neighboring cities' services for the unsheltered, including the rejection of Housing First Principles and a reduction in funding towards programs that support unsheltered individuals, the Vista is expecting an influx of individuals from our eastern neighboring cities along SR 78. There were 436 unsheltered individuals counted during the 2024 PITC in our neighboring cities along to 78 to the east that may be displaced and expected to seek services in Vista.

Of people currently residing in prioritized encampment site, how many will be served by this proposal?

150

#

Given the potential for inflow of people into the prioritized encampment site, how many people are projected to be served across the entire grant period?

300

#

Of people projected to be served across the entire grant period, number of people projected to transition into interim housing.

225

#

Of people projected to be served across the entire grant period, number of people projected to transition into permanent housing

150

#

*This should include both people who transition directly into permanent housing **and** people who may first transition into interim housing.*

Is the prioritized encampment site part of a larger encampment area?

☐ Yes ☒ No

Encampment Information

1. Briefly describe the characteristics of the people residing within the prioritized encampment site, including demographics, household compositions, disabilities, and projected service and housing needs. Include how this information was gathered. (1500-character limit)

Individuals in the encampment have multiple co-morbidities and complex biopsychosocial histories. The prominent characteristic of the encampment is chronic homelessness. Primary contributing factors include chronic un/under-employment, physical and/or mental health challenges, serious mental illness, substance use disorder, history with the justice system, and poor/no credit. This encampment population comprises mostly single adults with no children. This population is hard to engage/serve and there is a disproportionate need to availability ratio of resources available to them. Increased low barrier interim housing options are needed. On average 75% of the homeless population in the City of Vista are between the ages of 25 and 59, 55% of the population identify as male, 80% identify as white, 10% identify as Black, 32% identify as Hispanic/Latino. Projected service needs include semi/non-congregate interim housing, housing navigation, transportation, benefit assistance, physical and/or mental health services, clothing, food, storage for personal items, obtaining identification, and workforce development programs or assistance with entering or re-entering the work force to obtain permanent housing. Information was gathered through the annual point in time count in combination with reported data from both Vista-funded and independent outreach programs.

If this proposal seeks to serve a particular target population, specify and describe.

2. Briefly describe physical characteristics of the prioritized encampment site in which the people you are proposing to serve are residing. The description must include the specific location, physical size of the area, the types of structures people are residing in at the site, whether vehicles are present, and any other relevant or notable physical characteristics of the site. (1000-character limit)

The project boundary is approx. 5 linear miles along SR 78 and is comprised of 6 state rights-of-ways (ROW) maintained by Caltrans and consists of concrete that has limited cover and susceptible to sun, high-heat. The encampment area expands south to include a portion around Vista's courthouse near a Biological Preserve Overlay (Hacienda BPO), north to include Vista's downtown, and east to Buena Vista Creek near Sycamore for a total of just over 3 square miles of a contiguous area.

The Hacienda BPO is directly adjacent the Melrose Dr. and Vista Village Dr. on and offs ramps, the Vista Courthouse complex, as well as portions of Buena Creek wetlands that are densely covered with shrubbery and native plants which are susceptible to fires, flooding, and contaminated water. These encampments are composed of temporary structures that include tarps, tents, and materials that provide transportable shelter along with a variety of personal items.

3. Why is this encampment site being prioritized? Applicant should identify any distinguishing needs and/or vulnerabilities of the people living in this encampment and/or any health, safety, or other concerns that led the applicant to prioritize this site over other encampments. (1000-character limit)

The prioritized areas of concrete and pavement with little respite from the elements put the unsheltered population at risk for heat related illnesses during summer and cold-weather related illnesses during winter. The prioritized areas that include Buena Creek and wetlands have several sensitive native species impacted by the encampment. The drainage facilities, channels, and creek in those areas are unsafe for habitation, especially during flooding and fire events. Risks include drowning, exposure to viruses and bacteria from contaminated floodwaters, cold weather-related illnesses, high winds, burns, and structural damage from fires. Encampment residents which are primarily chronically homeless shift locations to avoid law enforcement and cleanups, so the program will provide outreach to align with cleanup schedules and focus on housing and support over law enforcement and displacement.

ERF authorizing legislation requires funding be used for “prioritized” encampments. Applicants must, therefore, provide a justification for the prioritization of the encampment proposed to be served. Except in very small communities where it may be possible to justify prioritizing all of a small number of encampments for resolution using this fund source, ERF is not intended to be used to fund a community-wide encampment resolution program.

Attachment: Map

ERF3 Proposed Map 1.pdf

The provided map should clearly indicate the area of the prioritized encampment. The map may also indicate the location of other key service, shelter, and housing resources described in this proposal.

4. Is the prioritized site on a state right-of-way?

☐ No ☒ Yes - partially ☐ Yes - entirely

Attachment: Caltrans Letter of Support

ERF-3 Letter of Support City of Vista - signed.pdf

Projects entirely or partially on a state right-of-way must include a Letter of Support from Caltrans.

- This letter must include confirmation from Caltrans that they are aware of and in support of the ERF project, including the projected timeline, and that they will only take action on that encampment site in collaboration with and at least 2 weeks-notice to the ERF grantee, unless critical circumstances exist when an encampment poses an imminent threat to life, health, safety, or infrastructure and must be immediately addressed.
- This letter should be signed by the local Caltrans Deputy District Director of Maintenance (DDDM) or their designee.
- This letter may also include Caltrans role in the proposal and what Caltrans resources are being leveraged.

Proposal's Outcomes

5. What outcomes does this proposal seek to accomplish by 6/30/2027? Outcomes should be specific, measurable, attainable, relevant, and time-bound (SMART). (1000-character limit)

Vista will address homelessness by transitioning unsheltered individuals from encampments to interim and permanent housing solutions. Our proposed goals for the encampment resolution grant project include relocating 75% of individuals from encampments to interim housing and ensuring that 66% of those individuals are placed in permanent housing by June 2027. Additionally, we aim to provide supportive services to at least 90% of individuals in the process, focusing on mental health, job training, and substance abuse rehabilitation. For those with chronic health conditions, a significant goal is securing continuous medical care for at least 75%, thereby improving health outcomes and quality of life. Addressing substance abuse is also critical, and the plan aims for 40% of individuals grappling with substance abuse issues to be actively engaged in treatment. These concrete goals reflect our people-first commitment to effectively addressing homelessness.

6. What are the primary activities the applicant will implement to achieve each of the proposal's outcomes? (1000-character limit)

Activities include expanding and improving semi/non-congregate interim housing, utilizing multidisciplinary teams for impactful outreach and case management, adopting a wrap-around model based on a By-Name-List, and using a combination of shared housing, master leasing, and rapid rehousing financial assistance to transition encampment residents to permanent housing. Interventions are person centered, trauma-informed, culturally competent, and include access to transportation, physical and mental health connections, public benefits, flex funding, interim housing with case management, and an opportunity to access scholarships for vocational and technical services education, and permanent housing with tenancy support. The activities are low-barrier and personalized with a housing-first approach that includes housing stability supports, housing navigation, and deposit/rapid rehousing assistance. Services will be offered where the residents of the encampment are, ensuring maximum impact.

7. How will the applicant measure progress towards the proposal's outcomes? (1000-character limit)

Clients will be tracked by the City's By-Name-List that catalogues persons engaged with Grant and City-funded outreach. As clients transition from encampments to interim, and/or permanent housing, their status and case management notes will be updated and follow-up calls will be made with clients who are permanently housed to document housing stability. A ledger of master leased rooms will also be kept, monitoring unit utilization and availability. Six beds will be prioritized at the City-funded Buena Creek Navigation Center, and five safe parking spaces at the Vista Safe Parking Program will be prioritized for ERF3 clients. Progress will be measured with client placement into housing and fewer encampment sites within the prioritized area. The HMIS Annual Performance Report ensures standardized progress measures. Vista will establish short (3 months), mid-term (9 months), and long-term (12 months) goals with deliverables and deadlines, and track progress on these deliverables.

8. Are there any local ordinances, resources, or other factors that may hinder achieving the proposal's outcomes? If so, how will the applicant navigate these challenges? (1000-character limit)

Limited and high cost of housing is a major hinderance. In response, the City has begun a master leasing and shared housing program to increase housing stock availability. Proposed ERF3 funding will help cover application fees, security and utility deposit, pet deposits, and other housing barriers and provide landlord incentives. Unsheltered residents engaged with ERF3 will be prioritized at the Buena Creek Navigation Center and Safe Parking. Continued housing assistance will be leveraged by the City's Vista Emergency Housing Assistance Program, which provides up to \$10,000 of rental assistance for up to six months per household. Unsheltered individuals residing on private property seek shelter in uninhabited buildings and may be resistant to leaving the area and engaging with services without property owners' coordination. Ongoing communication between outreach workers, code enforcement, and property owners is imperative.

9. Does this proposal fund a standalone project, or is the proposed project one component of a larger initiative?

☐ Standalone ☒ Larger initiative

If it is part of a larger initiative, describe the role and significance of this project in achieving the objectives of the larger initiative. (1000-character limit)

This proposal will help support and expand the City's award-winning Strategic Plan to Address Homelessness (2022 ICMA award for Community Health and Safety). The Plan is designed to address homelessness by preventing individuals from entering homelessness, reducing homelessness with robust evidence-based programs and services, and improving the quality of life for all Vista residents. Focusing on the reduction of homelessness, this grant opportunity will allow Vista to continue funding established programs totaling \$16M appropriated and \$4.5M expended through March 2024, and help fill in identified gaps in needed services. All aspects of our programs are low barrier, trauma informed and culturally competent, focusing on making homelessness a rare, brief and one-time event.

Centering People

10. Describe how the perspectives of people with lived experience of homelessness meaningfully contributed to the content of this proposal? How will people with lived experience be part of the implementation of this ERF project? If individuals living in the encampment site were included in the development of this proposal, describe how their input was obtained and how that input shaped the proposal. (1000-character limit)

The perspectives of people with lived experience of homelessness have significantly contributed to this proposal through their input which was obtained through interactions with street outreach workers and direct feedback on the barriers to accepting services. This has shaped the activities in the proposal, ensuring that the ERF project is designed to address the specific needs and challenges faced by individuals living in encampment sites. Individuals with lived experience will continue to be involved through on-going feedback and continuous improvement, including review of the proposed activities by lived experience advisors and participation in decision-making processes. Individuals with lived experience have also been employed within our Buena Creek Navigation Center to help provide feedback on program operations. This approach ensures that the voices and experiences of those directly impacted by homelessness are central to the planning and execution of the project.

11. Briefly describe how the proposal exemplifies Housing First approaches as defined in Welfare and Institutions Code section 8255. (1000-character limit)

Vista's entire homelessness response team uses a client-centered, Housing First approach that prioritizes housing for people experiencing homelessness. Housing navigators will use the five key principles of Housing First: no requirements for housing readiness, client choice/self-determination, trauma-informed approach, individualized client-centered support plans, as well as promotion of social and community integration. The goal is to end clients' homelessness whereby they can pursue personal goals and improve their quality of life. Our Outreach Team has worked to develop referral resources that are not compartmentalized and consider the full spectrum of needs. Such resources include faith-based services, programs with cultural, ethnic, gender, and age group specializations, as well as socioeconomic, housing, and benefits supports.

12. Describe how each of the following service delivery practices are incorporated into the outreach, interim shelter (if applicable), and permanent housing aspects of the proposed ERF project: (a) individual participant choice and (b) trauma informed care. (1000-character limit)

The program places individuals at the center of decision-making for their care, prioritizing their autonomy and unique needs. Each person works with their case manager/outreach worker to develop an Individual Service Plan reflecting their goals. Trauma-informed services create a safe environment recognizing individual, historical, racial, and systemic trauma. Non- and semi-congregate shelter and Vista's Buena Creek Navigation Center and customized case management are crucial for encampment residents. Service providers are trained to respond with empathy and sensitivity, avoiding re-traumatization. Client feedback ensures culturally appropriate services, with input from community organizations. Continual training for staff is coordinated with the Continuum of Care.

13. Describe how harm reduction principles will be incorporated into the outreach, interim housing (if applicable), and permanent housing aspects of this ERF project. (1000-character limit)

Harm Reduction Principles are integrated into all City of Vista Homeless Services programs and activities, focusing on meeting individuals where they are without discrimination based on substance use. Narcan is made available in all contracted programs funded by the City. Evidence-based practices in designated encampment sites and housing locations aim to enhance residents' health, dignity, and safety through tailored, non-judgmental services offered with compassion. Operationalizing harm reduction involves creating a supportive environment that prioritizes trust and respect, with residents involved in their own care planning and access to essential resources. Services include overdose prevention education and ongoing support from case managers to connect individuals with programs addressing issues of substance use, mental health, and other challenges if the person is not willing to abstain from certain behaviors.

14. Describe the services that will be provided to improve people's health, dignity, and safety while they continue to reside within the prioritized encampment site. (1000-character limit)

Currently, the City is proud to support local non-profit and faith-based organizations in providing life preservation services such as food, showers, clothing, haircuts and companionship. The City is also committed to providing quarterly Homeless Resource events to help connect individuals to these and other vital needs such as access to the DMV, County Recorder Clerks office, Homeless Court, Veteran support, and other resources. The services offered will be tailored to address the unique needs of the encampment, delivered in a non-judgmental and compassionate manner. Ongoing communication and collaboration with encampment residents will ensure that their perspectives shape the approach, empowering them throughout the process. Additionally, mental health and substance abuse support, including overdose prevention education and training, as well as personalized harm reduction plans, will be provided.

15. Identify what controls are or will be in place to ensure that all ERF-3-R funded parties will not penalize homelessness. The term “penalize homelessness” means to impose, by a governmental unit, criminal or civil penalties on persons who are homeless in a manner that is related to those persons’ engagement in necessary human activities, including sleeping, resting, and eating. (1000-character limit)

All contractors and service providers receiving ERF funding will receive policy guidance and training that explicitly prohibits penalizing homelessness. This guidance will emphasize the importance of treating individuals experiencing homelessness with respect and dignity and will provide support on how to avoid imposing civil or criminal penalties related to necessary human activities such as sleeping, resting, and eating. All outreach personnel will be trained in person-centered and trauma-informed engagement practices to help increase acceptance of services. The City of Vista’s City Attorney’s Office has also published guidance on legal issues regarding homelessness, including the effects of *Martin v. City of Boise* (2018), abatement protocol guide, and relevant municipal code. All Code and Law Enforcement personnel are kept informed of available resources for unsheltered residents and are trained to offer appropriate resources as precedence over enforcement action.

16. Describe how this proposal considers sanitation services for people residing in the prioritized encampment. This may include but is not limited to non-intrusive, curb-side waste removal and access to clean and available bathrooms. (1000-character limit)

All persons engaged in the encampment area will be offered shelter that includes access to restrooms and showers. Upon intake, clients will also have immediate access to on-site laundry, and toiletries. The City maintains a list of community resources serving the homeless population including regular mobile showers and hygiene events in the City. Outreach personnel will keep unsheltered individuals in the encampments informed of such community resources and provide transportation to access them using existing and ERF3 funded vehicles. The City will continue and expand its initiative for collaboration between Homeless Outreach and Community Improvement teams. Homeless Outreach teams will assist encampments in collecting their trash and placing it at designated locations for Community Improvement to collect. This coordinated effort aims to improve cleanliness in the community, encampments and provide support to persons experiencing homelessness.

Part 3: IMPLEMENTATION

Core Service Delivery and Housing Strategies

17. Describe the proposed outreach and engagement strategy, case management, and / or service

coordination for people while they are continuing to reside within the encampment site. Quantify units of service to be delivered including the ratio of staff to people served, frequency of engagement, and length of service periods. (2000-character limit)

This proposal includes funding for a new outreach team to be contracted via an RFP. This new outreach team will focus their services within the proposed ERF3 encampment area from Emerald Dr. to Sycamore Avenue ramps of state route 78. This expansion will be coordinated with Caltrans, who will conduct cleanups alongside outreach efforts. This approach aims to engage individuals near traffic and offer them services without simply displacing them. To increase effectiveness of these cleanups, the City is working with our CoC to develop a By-Name-Lists for each encampment and utilize case conferencing to allocate resources to individuals on the BNL, thus streamlining resources and expediting the re-housing process for individuals in the encampments.

Outreach workers will engage with individuals identified during currently scheduled outreach in the area, which are scheduled every Tuesday and Friday by both Vista and Caltrans staff. Outreach staff will be present during these efforts to engage with individuals.

Unsheltered individuals will undergo a Comprehensive Biopsychosocial Assessment and in conjunction with their Individual Service Plan, determine the most suitable services and agencies for them. Vista has developed partnerships with housing providers, health centers, treatment facilities, and other relevant establishments to address the complex needs of the target population. Outreach workers will also provide COVID-19 resources and other healthcare resources, including motel vouchers for quarantined shelter entry as needed.

Each outreach worker will manage a caseload of 12-20 households, meeting with individuals approximately once a week based on their needs. They will continue working with individuals until they are placed into a program or housing, transferred to another outreach worker, or choose to no longer participate in the program.

18. Describe the role of Coordinated Entry in the context of this proposal and how Coordinated Entry policies or processes will support and / or hinder the implementation of this proposal. (1000-character limit)

The coordinated entry (CE) process is an approach to coordination and management of resources that ideally allows users to make consistent decisions from available information to connect people efficiently and effectively to housing and service interventions with the goal of rapidly ending their homelessness.

Contracted Service Providers will fully utilize the coordinated entry system with individuals entering the program. Although the coordinated entry system is a great resource for the region's response to homelessness, there is a general lack of housing resources- specifically Permanent Supportive Housing units and private rentals that service people with lower AMI. With this program and other funding sources already secured, individuals have the potential to be sheltered or housed immediately through current interim housing, safe parking, master leased units, and a shared housing program, thereby mitigating some of the issues being experienced through CES.

19. Describe each of the specific (a) interim housing and (b) permanent housing opportunities that will be used to achieve the proposed outcomes of this ERF project. Demonstrate that any ERF-3-R

funded interim housing capacity is either non-congregate or clinically enhanced congregate shelter. (2000-character limit)

The City of Vista is dedicated to providing interim housing programs that are innovative and successful. Our first iteration of Interim Housing, the Buena Creek Navigation Center (BCNC), offers clients a shared bedroom (2 beds per room) in a home-like setting. Each building has two floors, with 6 bedrooms, 2 bathrooms, and a kitchen on each floor. The property has on-site housing for staff who all have lived experience and are being trained as peer-support specialists. The BCNC also provides clients with regular group presentations and trainings on anger management and trauma support from contracted clinical providers, case management from experienced homeless services professionals with a case load of 1:16, onsite healthcare from a local FQHC, access to veterinary care for pets, and connection to County Benefit Specialists. Staff are working on increasing therapeutic support to clients through Art and Horticulture Therapy. After 2 months of operations, the BCNC had 51% of their exits to places other than back to a place not meant for human habitation, where many low barrier shelters within San Diego County often operate at rates below 33%. The City also contracts with the Alliance for Regional Solutions (ARS), which coordinates North San Diego County's emergency shelter network. The ARS shelter network houses a total of 204 shelter beds between them. Included with traditional congregate shelter beds, the shelter network contains two shelters with non-congregate rooms for single women and families. Interfaith Community Services, which operates two of the network shelters, also operates a recuperative care center shelter, which provides short-term residential care for individuals who are experiencing homelessness and require medical recuperation while addressing their homelessness.

20. Demonstrate the applicant's commitment and ability to deliver permanent housing solutions to the people residing in the prioritized encampment, including by providing examples of prior successful efforts to permanently house similarly situated individuals. (2000-character limit)

The City of Vista was recently granted an award for our Housing Innovation Pilot Program from our local CoC which provides shared housing and master leasing, and will be leveraged for ERF3. The program will be supporting individuals that are often the most difficult to house; those that are justice involved, those with poor credit, individuals with previous evictions, and/or low income. By master leasing multi-bedroom units, we will be able to utilize existing multi-bedroom units to house single individuals with individual lease contracts for each room. This will allow existing market-rate units to be utilized as affordable housing stock. This ERF3 proposal also proposes financial assistance to provide rapid rehousing opportunities with move-in supports such as security deposit, first month's rent, and basic furnishings to move encampment residents readily into housing who are then referred to the City's VEHAP program for continued financial support and housing stability case management.

With the existing Housing Innovation Pilot Program and proposed ERF3 rapid rehousing assistance, clients will enter their permanent home, and contracted housing stability specialists will continue to work with the client to facilitate a successful tenant/landlord relationship and access rental assistance programs including VEHAP. Clients will be provided with monthly check-ins with the housing specialists who will monitor the client's housing stability by facilitating submission of requests for repairs, track rental payments, ensure client maintains housekeeping, and identify signs of unsafe or unsanitary conditions that need to be addressed. The contracted housing stability specialist will remain apprised of client's housing stability with the goal of maintaining the client's success beyond 12 months by assisting in the development of a long-term support plan to ensure that previously homeless residents maintain housing and continue to progress toward their personalized goals.

21. Describe how this proposal is tailored to meet the needs and preferences of people residing within the prioritized encampment. (1500-character limit)

Outreach Workers interview and triage each individual's needs, complete an Individualized Service Plan (ISP) that documents the needs and goals of the client, and will utilize existing networks with various care providers to obtain service goals and requested needs. The client will play a central role in the establishment of goals and needs of their ISP, and the outreach worker will clearly specify how each need will be met internally or through collaboration with community partners and agencies. The ISP will outline additional services such as transportation, legal and immigration services, procurement of identification documents, benefits establishments, educational and vocational services, socialization and leisure activities and linguistics, and cultural and faith-based supports. An ISP will be reviewed for updates at a minimum of every 90 days by outreach workers to reflect the current needs of the individual and to account for progress made. Participants will be screened for eligibility to a wide range of local, state and federal benefits to include income supports like SSI/SSDI, CalFresh, General Relief, CAPI, and service connected disability benefits. Individuals will also be screened for eligibility for non-income benefits and services like Medi-Cal, CalAIM, Assertive Community Treatment, services through the Department of Rehabilitation, and the San Diego Regional Center. All of these supports connect to the client's requested goals and needs listed in their ISP.

Where applicable, identify the people, data, evidence, and / or other sources of information that was relied upon for this proposal.

Table 1: Projected Living Situations Immediately Following the Encampment

For people served who exit the encampment, what are the projected Living Situations Immediately Following the Encampment, including but not limited to, permanent housing, interim sheltering, and unsheltered?

Please provide responses in the table below. Add a row for each projected living situation. (250-character limit for each cell)

Briefly Describe Each Projected Living Situation Immediately Following the Encampment	Is This Permanent Housing?	Quantify the Capacity (e.g., number of beds/units, frequency of bed/unit availability)	Prioritized or Set-Aside for ERF-3-R?	Is this living situation funded by ERF-3-R and / or Leveraged Funds?	% of Served Persons Projected to Fall Within This Living Situation
Master Leasing Home Share Program. City of Vista in partnership with CoC and Townspeople will be master leasing 2-4 bedroom units and matching individuals to share units with their own lease agreement per bedroom.	yes Yes/No	20 households	prioritized Pri/Set-Aside/Neither	Leveraged ERF/Lev/Both	7 %
Rapid Rehousing	Yes Yes/No	125 Households	Set-aside Pri/Set-Aside/Neither	ERF-3-R ERF/Lev/Both	42 %
Family Reunification	Yes Yes/No	25 individuls	Set-aside Pri/Set-Aside/Neither	ERFp-3-R ERF/Lev/Both	8 %

Buena Creek Navigation Center is a low-barrier semi-congregate (2 persons per bedroom) pet friendly interim housing solution	No Yes/No	36 beds. Max stay 120 days.	Prioritized Pri/Set-Aside/Neither	Leveraged ERF/Lev/Both	75 %
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Safe Parking Program provides individuals with a vehicle a safe place to stay overnight with case management	No Yes/No	25 households/vehicles	Prioritized Pri/Set-Aside/Neither	Both ERF/Lev/Both	20 %
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Motel Vouchers will be used as Bridge Housing. Individuals that have an identified housing or program solution will be sheltered in a hotel with food accommodations and continued case management until their move-in or intake day.	No Yes/No	Anticipating 300 bed nights	Prioritized Pri/Set-Aside/Neither	Leveraged ERF/Lev/Both	10 %
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Table 2: Permanent Housing Opportunities

A permanent housing opportunity is a combination of project and/or service provided to an individual with the goal of helping the individual obtain permanent housing. Of course, applicants cannot and do not need to provide every possible scenario; Cal ICH is looking to understand the primary, expected permanent housing opportunities for people projected to be served by this proposal.

Please provide responses in the table below. Add a row for each projected opportunity. (250-character limit for each cell)

Describe the Permanent Housing Opportunity	Prioritized or Set-Aside for ERF-3-R?	Quantify the Capacity of the Housing and Service Opportunity	Is this Housing Opportunity Funded by ERF-3-R and / or Leveraged Funds?
Master Leasing Home Share Program. City of Vista in partnership with CoC and Townspeople will be master leasing 2-4 bedroom units and matching individuals to share units with their own lease agreement per bedroom as opposed to a whole unit.	Prioritized Pri/Set-Aside/Neither	20 Households	Leveraged ERF/Lev/Both
Rapid Rehousing funds will be used to help individuals identified with rapidly moving individuals into housing when appropriate.	Set-aside Pri/Set-Aside/Neither	125 households	ERF-3-R ERF/Lev/Both
Family Reunification	Set-aside Pri/Set-Aside/Neither	25 individuals	ERF-3-R ERF/Lev/Both

22. Describe strategies the applicant will use to ensure that people are not displaced from the prioritized encampment into another unsheltered location. Include strategies that are in addition to/complement the interim shelter and permanent housing opportunities that are part of this proposal. (1000-character limit)

Vista's encampment resolution strategy focuses on a multidisciplinary team model to connect individuals with diverse housing pathways, prioritizing outreach, and engagement without criminal enforcement. Participants receive wrap-around supportive services tailored to their needs, including connections to health care, substance abuse support, mental health assistance, sanitation facilities, and resources for storage and pets. This person-centered approach aims to prevent displacement and ensure individuals can access the resources needed.

Vista will also work closely with RTFH in developing a By-Name List for the encampment residents to ensure that every resident is connected with meaningful and appropriate resources. Reengagement with an individual outside of the encampment will allow outreach workers to reprioritize their care according to the progress of the By-Name List.

23. Describe specific strategies and/or services the applicant will use to prevent returns to unsheltered homelessness among people from the prioritized encampment who are sheltered and housed through this ERF project. Include whether these strategies will be funded with ERF-3-R funds and, if not, what other resources will be leveraged. (1000-character limit)

Vista has a comprehensive plan to reduce homelessness by implementing robust prevention services to decrease inflow and recidivism. Currently, the City has a \$1.4 million prevention program to assist individuals with up to \$10,000 of housing assistance, including arrears. Coupled with a housing retention specialist in the Master Leasing and Home Share program, the additional specialist in this proposal will help ensure long-term housing stability. Access to mental health services, medical care, and substance abuse counseling, as well as regular case management, are crucial components. A stability plan involving job training, peer support, and housing resource services will be developed. Flexible funding tailored to individual needs will address housing requirements, with personalized plans for monitoring progress and identifying barriers to stability. The initiative will explore low-threshold housing, focus on preventative measures, and prioritize healthcare and community support.

24. Describe how this proposal considers and plans for the dynamic nature of encampments including potential inflow of people into the geographically served areas. (1000-character limit)

Our proposal integrates real-time response strategies through collaborative efforts with various agencies. Leveraging a By-Name List generated from the Homeless Management Information System (HMIS) in partnership with the CoC, all partner agencies will jointly monitor and adapt to shifting encampment populations through coordinated outreach and case conferencing. This structured approach enables partners to better understand and address the diverse, evolving needs of the population within prioritized encampments. Our outreach strategy prioritizes building relationships with encampment residents before displacement, resulting in higher service acceptance rates and breaking the cycle of constant movement between encampments. Furthermore, introducing semi-congregate interim housing beds significantly expands the city's capacity to accommodate individuals who previously declined services due to congregate shelter limitations, including the ability to shelter couples and pets.

25. Describe how participants in this ERF project will be supported with continued access to, and storage of, their personal property while in the encampment, in interim housing (if applicable), and in permanent housing. (1000-character limit)

Buena Creek Navigation Center (BCNC) currently provides storage and lockers on-site for each bed. This proposed grant project also includes flex funds for storage units for encampment residents and clients in interim housing for storage of personal items. The funds can also be used to pay past due fees so that personal items in storage units are not lost due to non-payment of storage fees for existing storage units. Service providers will assist clients moving to permanent housing with transitioning personal items from storage to places of permanent residence.

26. Describe how participants in this ERF project who have service animals and/or pets will be supported while in the encampment, in interim shelter (if applicable), and in permanent housing. (1000-character limit)

All master leased properties will be pet and service animal friendly and the BCNC allows for pets with no enumerated limitations. Through current partnerships with The San Diego Humane Society, Project Street Vet, and Feeding Pets of the Homeless, Vista is able to connect clients with short-term boarding of pets when necessary, and to allow for pet necessities like veterinary visits and treatment, vaccines, flea and tick medication, food, and other animal needs for current and potential clients' pets.

Budget and Resource Plan

27. State the total amount of ERF-3-R funds requested.

\$7,800,942.09

\$

28. State the estimated dollar value of secured, non-ERF-3-R resources that will help meet this proposal's outcomes.

\$16,058,294.87

\$

29. Identify and describe each leveraged non-ERF-3-R resource and how that specific resource will be used to help meet the proposal's outcomes, including the permanent housing outcomes. (1000-character limit)

Buena Creek Navigation Center: \$5 million in State earmark funding. This interim housing program can provide semi-congregate shelter for up to 36 unsheltered Vista residents.

JFS Safe Parking: \$621,816 annually from local fund balance. Safe Parking facility for unsheltered individuals with vehicles. Can safely park and support 25 vehicles/households.

Homeless Outreach: \$1.8M million in ERF1, \$551,420 annually from PLHA funds. This outreach program helps make connections with unsheltered residents, assesses, and connects individuals with needed housing focused services and referrals.

Shared Housing and Master Leasing Initiative: \$336,809 CoC Super NOFO. This program will increase housing stock and lower housing barriers for unsheltered residents. This initiative will match and house at least 25 people.

Vista Emergency Rental Assistance Program: \$1.4 million from American Rescue Plan Act. Rental assistance program that provides up to \$10,000 for up to 6 months per household.

*Applicants are directed to provide a detailed description of other fund sources, and system capacity, that will be leveraged to achieve the outcomes proposed for the ERF-3-R funded project (**especially as it relates to meeting this proposal's permanent housing outcomes**) and, if applicable, to sustain the new programming beyond the end of the grant term.*

This includes prior ERF awards, HUD unsheltered NOFO, and other federal, state, and local funding sources.

Applications will be evaluated with the understanding that communities vary significantly with respect to the current availability of other fund sources that can be used as leverage for their proposed projects and to sustain the projects beyond the grant term.

In the absence of currently available resources, Applicants are encouraged to provide a specific plan for obtaining the funding necessary to sustain their project beyond the grant term if the project is intended to continue.

30. Describe how the proposal is a prudent and effective use of requested funding relative to the number of people it seeks to serve, the types of services and housing to be provided, and any benefits to the community's efforts to address homelessness that will extend beyond the grant term, including ongoing expansion of interim and permanent housing capacity. Include an explanation of how the requested ERF-3-R amount was determined. (1000- character limit)

Father Joe's Villages initiated Project 25, revealing that San Diego spends an average of \$111,000 on public services for chronically unhoused individuals, with significant individual and community impacts that are difficult to quantify. This project will utilize funding to engage with individuals, and attempt to assist them in securing housing, and provide ongoing support to ensure housing stability at an average cost of \$25,000 per individual over the life of grant. This funding request is essential for addressing homelessness by filling service gaps without displacing current funds, serving the proposed encampment area, expanding non-congregate shelter and interim housing, and increasing permanent housing stock while offering continued wrap-around services. The program will also collaborate with local community colleges for vocational training, workforce development, and lasting support beyond the funding period.

Attachment: Standardized Budget
ERF-3-R Budget Template_Vista.xlsx

Applicants must use the [ERF-3-R Budget Template](#) available on box.com

Key Entities and Staff

31. First, describe the implementing organization and specific unit or office within the implementing organization that would administer ERF-3-R. Then, describe their role and primary responsibilities for this proposal. Finally, if these entities have managed a complex homelessness project or grant, describe how those experiences informed this proposal. (1500-character limit)

The City of Vista's Housing and Homeless Services Division will oversee all aspects of the ERF3 grant, including project coordination, performance evaluation, financial supervision, and the development of a MOU's and contracts. Vista's Housing and Homeless Services Division has a long-standing history of success in implementing its award- winning Strategic Plan to Address Homelessness by designing, implementing, monitoring, and reporting on several complex homeless projects. This includes ERF1 grant funds as part of \$16 million in fund appropriated to support homeless services in the city, with \$4.5 million expended since 2020. The City was awarded a 5-million-dollar grant from State Senator Blakespear through the FY24 Appropriations Committee to implement a low barrier interim housing option through the BCNC to help make our outreach efforts more impactful and expand support services. The City was able to implement the project with quick turn-around and since opening in March 2024, 51% of individuals exiting did not return to a place not meant for human habitation. With our recent award of \$336,809 from our Continuum of Care for Master Leasing and Shared Housing Initiative our ability to permanently house individuals experiencing homelessness will continue to get better.

Table 3: Key Staff

Identify all staff positions (e.g. administrative, programmatic, development etc.) which are integral to this ERF project and to achieving the proposal's outcomes. For each position include the title, whether the position is filled or vacant, the approximate fulltime equivalent (FTE) of the position dedicated to the ERF project, whether the position is funded through ERF-3-R and/or Leveraged (i.e.non-ER-3-R) funds, and a brief description of the duties. Please provide responses in Table 3 below.

Title	Currently Filled Position?	FTE of Staffing for This Proposal	Funded by ERF-3-R and / or Leveraged Funds?	Brief Description of Duties
Homeless Services Program Manager	<input type="text" value="Yes"/> <small>Yes/No</small>	<input type="text" value="1"/> <small># FTE</small>	<input type="text" value="Both"/> <small>ERF/Lev/Both</small>	Vista staff member overseeing homeless services and grants. Funded through Dec 31, 2026 from other leveraged sources. ERF3 proposed to fund salary from Jan 1 - June 30, 2027.
Management Analyst	<input type="text" value="Yes"/> <small>Yes/No</small>	<input type="text" value="1"/> <small># FTE</small>	<input type="text" value="Both"/> <small>ERF/Lev/Both</small>	Vista staff member overseeing contracted homeless services work. Funded through Dec 31, 2026 from other leveraged sources. ERF3 proposed to fund salary from Jan 1 - June 30, 2027.
Housing Specialist	<input type="text" value="No"/> <small>Yes/No</small>	<input type="text" value="1"/> <small># FTE</small>	<input type="text" value="Both"/> <small>ERF/Lev/Both</small>	Vista staff member identifying housing opportunities by engaging landlords, assisting participants with housing search, and coordinating activities with other providers/entities involved in the housing process.
Outreach and Housing Services Manager	<input type="text" value="No"/> <small>Yes/No</small>	<input type="text" value="1"/> <small># FTE</small>	<input type="text" value="ERF-3-R"/> <small>ERF/Lev/Both</small>	Provides oversight and direction for street outreach and case management team.
Housing Stability Case Manager	<input type="text" value="No"/> <small>Yes/No</small>	<input type="text" value="3"/> <small># FTE</small>	<input type="text" value="ERF-3-R"/> <small>ERF/Lev/Both</small>	Housing based case management and stabilization provider.
Street Outreach	<input type="text" value="No"/> <small>Yes/No</small>	<input type="text" value="3"/> <small># FTE</small>	<input type="text" value="ERF-3-R"/> <small>ERF/Lev/Both</small>	Street Outreach and case management personnel.
Peer Support Specialist	<input type="text" value="No"/> <small>Yes/No</small>	<input type="text" value="3"/> <small># FTE</small>	<input type="text" value="ERF-3-R"/> <small>ERF/Lev/Both</small>	Housing and Street Outreach peer support to provide lived-experience support.

Executive Director	Yes Yes/No	.25 # FTE	Leveraged ERF/Lev/Both	Oversees all BCNC operations and adherence to mission statement
Program Manager	Yes Yes/No	1 # FTE	Leveraged ERF/Lev/Both	Coordinates all daily operations of the BCNC and direct oversight of BCNC staff.
Administrative Statistician	Yes Yes/No	1 # FTE	Leveraged ERF/Lev/Both	Maintains all accounting records and provides statistical analysis of program accomplishments to City staff
Security Coordinator	Yes Yes/No	1 # FTE	Leveraged ERF/Lev/Both	Maintains and monitors all closed-circuit security footage and coordinates 24/7 site security.
Food and Beverage Manager	Yes Yes/No	.5 # FTE	Leveraged ERF/Lev/Both	Coordinates all meals and maintains good standing with the North County Food Bank and all local food providers.
Maintenance Manager	Yes Yes/No	.5 # FTE	Leveraged ERF/Lev/Both	Responsible for small repairs and maintenance on site and reports major repair needs to City staff.
Case Managers	Yes Yes/No	3 # FTE	Leveraged ERF/Lev/Both	Facilitates client care by assessing patient needs, evaluating treatment options, creating and executing individualized service plans, and coordinates with local partners for client care.
Navigation Coaches	Yes Yes/No	7 # FTE	Leveraged ERF/Lev/Both	Conducts regular check ins with assigned clients to assess individualized service plan progress and identifies housing opportunities based on client needs.

Senior Director of Patient Advocacy and Housing Services	Yes Yes/No	.025 # FTE	Both ERF/Lev/Both	Overall program management, oversight, and direction. Ensures program goals and grant requirements are met.
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Director of Safe Parking	Yes Yes/No	.11 # FTE	Both ERF/Lev/Both	Leads and directs Safe Parking program activities, staff, interns, and any department volunteers. Conducts outreach to potential community partners and engages in meetings with the community.
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Program manager	Yes Yes/No	.25 # FTE	Both ERF/Lev/Both	Identifies service gaps needs and collaborates with others to ensure coordination with the best resources to maximize client success.
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Data Specialist	Yes Yes/No	.11 # FTE	Both ERF/Lev/Both	Ensures data into HMIS, CES, and internal databases and maintains data fidelity.
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Program Coordinator	Yes Yes/No	.11 # FTE	Both ERF/Lev/Both	Manages and accurately tracks program volunteers and assists with program participant follow-up phone calls and documentation.
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Supervisor	Yes Yes/No	1 # FTE	Both ERF/Lev/Both	Provides regular supervision to Safe Parking Case Managers and monitors and supports the quality-of-service delivery and moral of case management staff
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Shift Lead	Yes Yes/No	.59 # FTE	Both ERF/Lev/Both	Ensures efficacy of homelessness case management and self-sufficiency services
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Case Manager	Yes	1.18	Both	Conducts intake and assessments, develops service plans, and provides individualized resources and referrals to community programs to increase access to supportive services.
	Yes/No	# FTE	ERF/Lev/Both	

32. First, describe key partners that will be responsible for implementing this ERF project and achieving the proposal's outcomes (e.g. service providers, public agencies, development entities etc.). Then, describe their role and primary responsibilities for this proposal. Finally, if these entities have managed a complex homelessness project or grant, describe how those experiences informed this proposal. (1500-character limit)

City of Vista- oversee all aspects of the ERF3 grant, project coordination, performance evaluation, financial supervision, development of MOU's and contracts outlining roles and responsibilities, increasing housing stock

TBD Contracted service provider (RFP solicitation)-Outreach, rapid rehousing and housing stability financial assistance and other components, flex funding, and family reunification services

Townpeople- Shared Housing program partner

Retread- Operations, wrap around services and reporting at BCNC

Jewish Family Service- Operations, wrap around services, and reporting at Safe Parking Program.

Humane Society- vaccines, supplies for pets, and boarding assistance

Project Street Vet- Provide veterinary support

CoC- Continuous training, develop By Name Lists, manage HMIS and housing referrals through Coordinated Entry.

Caltrans-Provide encampment support and resource coordination

San Diego County-Provide homeless outreach and benefits enrollment

Mira Costa College Offer education/skills to successfully reenter the workforce

San Diego Sheriff's Dept.-COPPS unit, partner in outreach efforts to ensure safety of all persons as necessary

Collaborative efforts of key partners who have experience in managing complex homelessness projects is instrumental in achieving the outlined goals. The track record of each partner in successfully executing similar initiatives has informed our approach, guaranteeing a comprehensive and expert-led project.

33. Describe specific examples of how Local Jurisdiction(s) and the CoC have collaborated on the design and implementation of this proposal. (1000-character limit)

The City of Vista has been engaging with our local CoC, the Regional Task force on Homelessness (RTFH) and other North County San Diego (NCSD) cities on efforts to reduce and end homelessness for individuals within our borders and within our region. The City was just awarded a \$336,809 CoC Super NOFO grant to increase housing stock for unsheltered individuals through a master leasing and shared housing initiative. RFPs announced for this grant and other funding sources are reviewed by the CoC to ensure compliance with community standards and best practices. RTFH also committed to creating dashboards and By-Name Lists with data showing the results to city officials and residents. The City works closely with other NCSD cities to increase collaborations and reduce the siloed effect of cities only focusing on individuals within their borders. Some of those efforts include a Homeless Services City Staff Meeting and participation in the Alliance for Regional Solutions.

Applicants may upload evidence of cross-jurisdictional collaboration such as MOUs, letters of support, or interagency agreements etc. in the field immediately below.

Optional Upload: Evidence of Cross-Jurisdictional Collaboration

LOS and RFP combined file.pdf

34. Identify any entities that have a right to and/or control of the property upon which the encampment site resides. Describe how applicant has engaged with these entities and confirm that each of these entities has committed to allowing the implementation of this proposal. (1000-character limit)

This proposal was developed in partnership between the City of Vista and Caltrans, prioritizing encampments that are located within the city of Vista and state route 78 at Sycamore Avenue, Mar Vista Drive, Melrose Drive, Vista Village Drive, and Emerald Drive maintained by Caltrans. Some areas are privately owned properties. The City's Economic Development Department and Code Enforcement have played a key role in maintaining communication with the business community at large per their request for ongoing collaboration in resolutions for providing outreach to those on private property. The businesses within the encampment area will continue to be informed of outreach and services available and we will collaborate with them to solicit feedback and information regarding accomplishments and opportunities for improvement.

Accelerated Timeline

35. How is your community currently supporting and / or engaging with people residing within the prioritized encampment? (1000-character limit)

Vista's homeless outreach team conducts scheduled outreach in prioritized encampment areas, including the ERF1 grant area, to engage unsheltered residents, offer resources, aid in finding shelter, and housing. By partnering with non-profits, government agencies, and the faith community, we enhance outreach potential and resources for the unsheltered. with an ERF3 award, outreach workers will inform unsheltered residents of opportunities and provide intensive case management. Regular outreach activities establish communication, trust, needs assessments, counseling, and links to employment and housing resources. Businesses will be consulted for input on addressing their needs, such as simplified reporting of encampments on private property. The community supports encampment residents through initiatives like access to shelter, food, healthcare, and social services. Resource fairs and transport help connect clients to services, reducing barriers.

36. If this proposal is selected, in advance of receiving funding, what steps will your community

take to support the people living in the encampment and swift implementation of this proposal?
(1000-character limit)

The existing strategic framework and contractual relationships are poised to facilitate the swift implementation of services, including a current RFP for contractual services that was vetted through our local CoC. By the time of an ERF3 award, the proposed services solicited through the published RFP will be contracted for immediately as a winning proposal will already be selected. Following award notification, the City of Vista will promptly seek City Council approval for the award and contract with the state, alongside initiating the implementation of all appropriate agreements. Immediate recruitment of new staff members post-award notification will enable the timely execution of the proposal upon contract finalization with the state. Leveraging the expertise of Vista’ Homelessness Services Division and its currently operating programs that will be leveraged for this award ensures that the envisioned milestones and project goals are attained.

Table 4: Project Timeline

Cal ICH should be able to use the project timeline to understand the general parameters of the project and how it will be implemented.

This Standardized Project Timeline Template will not perfectly capture every nuance - that’s Ok. However, applicants are strongly encouraged to provide incremental milestones for achieving the interim shelter and permanent housing goals set out in the proposal. For projects that include interim shelter and/or permanent housing development, the timeline should include major development milestones.

Where there is ambiguity, conflict, or silence, use your judgment.

Date	Milestone	Category	Additional Detail for Milestone
6/20/2024	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
7/1/2024	Finalize HomeShare Agreement & Renew Safe Parking Contract	Place	HomeShare Agreement with Townspeople & City of La Mesa, Safe Parking Contract with Jewish Family Services
7/8/2024	Outreach RFP Released	Project Management	Procurement for Outreach & Case Management

7/18/2024	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
8/15/2024	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
8/31/2024	Award Announcement	Project Management	
9/1/2024	City of Vista Motel Voucher Program Finalized	Place	Increase available interim housing
9/19/2024	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
10/1/2024	Finalize Partnerships with Humane Society & MiraCosta/CSUSM	Project Management	
10/17/2024	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
11/1/2024	Begin Concentrated Outreach	People	

11/21/2024	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
11/30/2024	3 Month Move In Report	People	8 Clients Entered into Permanent Housing
1/1/2025	Renew BCNC Operator Contract & Master Lease	Place	Contract with RETREAD, Inc. and Santa Fe House, LLC
1/16/2025	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
2/20/2025	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
2/28/2025	6 Month Move In Report	People	20 Clients Entered into Permanent Housing
3/20/2025	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff

4/24/2025	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
5/15/2025	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
5/31/2025	9 Month Move In Report	People	34 Clients Entered into Permanent Housing
6/30/2025	50% of ERF Funds Expended / 100% Obligated	Project Management	Statutory Deadline for 50% of ERF funds to be spent and 100% Obligated
7/1/2025	Renew HomeShare & Safe Parking Contracts	Place	HomeShare Agreement with Townspeople & City of La Mesa, Safe Parking Contract with Jewish Family Services
7/1/2025	Local Shelter Acquisition	Place	Increase available interim housing
7/17/2025	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff

8/21/2025	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
8/31/2025	12 Month Move In Report	People	48 Clients Entered into Permanent Housing
9/18/2025	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
10/16/2025	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
11/20/2025	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
1/1/2026	Renew BCNC Operator Contract & Master Lease (Final Contract Year)	Place	Contract with RETREAD, Inc. and Santa Fe House, LLC

1/15/2026	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
2/16/2026	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
3/19/2026	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
4/16/2026	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
5/21/2026	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff

6/1/2026	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
7/1/2026	Renew HomeShare & Safe Parking Contracts (Final Contract Year for JFS)	Place	HomeShare Agreement with Townspeople & City of La Mesa, Safe Parking Contract with Jewish Family Services
7/16/2026	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
8/20/2026	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
8/31/2026	24 Month Move In Report	People	100 Clients Entered into Permanent Housing
9/17/2026	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
10/1/2026	Renew Outreach Contract	Project Management	

10/15/2026	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
11/19/2026	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
1/21/2027	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
2/18/2027	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
3/18/2027	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff

4/15/2027	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
5/20/2027	Internal Homelessness Working Group	People	Ongoing bi-monthly meetings to coordinate encampment outreach and cleanup between COPPS, CalTrans, and City of Vista Staff
6/17/2027	Service Provider Meeting	People	Ongoing bi-monthly meetings to provide case conferencing & coordinate outreach and engagement between community partners
6/30/2027	FINAL Move In Report	People	150 Clients Entered into Permanent Housing & Encampments Cleaned
6/30/2027	100% of ERF Funds Expended	Project Management	Statutory Deadline for 100% of ERF funds to be spent

Table 5: Projected Milestones

Answer the following questions in relationship to June 30, 2024. Cal ICH assumes disbursement will occur approximately 3-6 months after June 30, 2024.

Please provide responses in the table below including the month and year. (15-character limit for each cell)

Outreach to the people residing in the prioritized encampment site began / will begin in mm/yyyy.	This proposal will reach full operating capacity in mm/yyyy.	The first planned exit of a person or household from the prioritized encampment will occur in mm/yyyy.	The last planned exit of a person or household from the prioritized encampment will occur in mm/yyyy.

10/2024

12/2024

11/2024

06/2027

CERTIFICATION

Before certifying, applicants are strongly encouraged to review the NOFA.

I certify that all information included in this Application is true and accurate to the best of my knowledge.

Name

Angela

First

Baggett

Last

This does not have to be an authorized representative or signatory.

Title

Grant Writer

Email

abaggett@ci.vista.ca.us

		ELIGIBLE USE CATEGORY	~5 WORD DESCRIPTION	NAME OF ENTITY OR PART OF PROPOSAL				ERF-3-R PROPOSED BUDGET	LEVERAGED FISCAL SUPPORT	~2 SENTENCE DESCRIPTION
Guidance and Intended Use	This budget template may be slightly modified to meet local needs. If awarded funding, this budget, once approved, will serve as your community's official project budget. Any future changes to this budget must be authorized through the change request process.	Use dropdowns. See NOFA, III. A.	Enables Cal ICH to immediately understand the line item.	Enables Cal ICH to associate the line item with specific entities or parts of a proposal.				Only ERF-3-R Funds	Non ERF-3-R Funds That WILL be Used to Support this Proposal	Enables Cal ICH to better understand the line item, context, and / or other pertinent information related to the proposed line item.
		PERSONNEL COSTS				SALARY	FTE	MONTHS		
		Services Coordination	Homeless Services Program Manager	City of Vista	\$ 182,379.27	1.00	6	\$ 91,189.64	\$ 455,948.18	through Dec 31, 2026 from other leveraged sources. ERF3 proposed to fund salary from Jan 1 - June 30, 2027.
		Services Coordination	Management Analyst	City of Vista	\$ 151,498.53	1.00	6	\$ 75,749.27	\$ 378,746.32	Funded through Dec 31, 2026 from other leveraged sources. ERF3 proposed to fund salary from Jan 1 - June 30, 2027.
		Delivery of Permanent Housing	Housing Specialist	City of Vista	\$ 136,461.44	1.00	34	\$ 386,640.75	\$ 136,461.44	landlords, assisting participants with housing search, and coordinating activities with other providers/entities involved in the housing process.
		Delivery of Permanent Housing	Housing Navigator	Contractor TBD via RFP	\$ 77,182.56	1.00	34	\$ 218,683.92		Works with street outreach specialists to assist clients with viewing, applying for, ensuring payment is made, and moving into housing.
		Street Outreach	Outreach and Housing Services Manager	Contractor TBD via RFP	\$ 103,609.80	1.00	34	\$ 293,561.10	\$ 587,122.20	Provides oversight and direction for street outreach and case management team.
		Prevention and Diversion	Housing Stability Case Manager	Contractor TBD via RFP	\$ 86,100.00	3.00	34	\$ 731,850.00	\$ 227,194.80	Housing based case management and stabilization provider for rapid rehousing funds
		Street Outreach	Street Outreach Specialist	Contractor TBD via RFP	\$ 86,100.00	3.00	34	\$ 731,850.00	\$ 227,194.80	Street outreach and case management personnel.
		Street Outreach	Peer Support Specialist	Contractor TBD via RFP	\$ 56,700.00	3.00	34	\$ 481,950.00	\$ 181,188.21	Housing and Street Outreach peer support to provide lived-experience support.
		Street Outreach	Program Assistant	Contractor TBD via RFP	\$ 56,700.00	1.00	34	\$ 160,650.00		Providing general administrative assistance to street outreach team. Fields all incoming calls for service and maintains all referrals.
		Interim Sheltering	Executive Director	Retread, Inc.	\$ 180,000.00	0.25	28	\$ -	\$ 105,000.00	Oversees all BCNC operations and adherence to mission statement.
		Interim Sheltering	Program Manager	Retread, Inc.	\$ 84,996.00	1.00	28	\$ -	\$ 198,324.00	Coordinates all daily operations of the BCNC and direct oversight of BCNC staff.
		Interim Sheltering	Administrative Statistician	Retread, Inc.	\$ 84,996.00	1.00	28	\$ -	\$ 198,324.00	Maintains all accounting records and provide statistical analysis of program accomplishments to City staff.
		Interim Sheltering	Security Coordinator	Retread, Inc.	\$ 69,996.00	1.00	28	\$ -	\$ 163,324.00	Maintains and monitors all closed circuit security footage and coordinates 24/7 site security.
		Interim Sheltering	Food & Beverage Manager	Retread, Inc.	\$ 69,984.00	0.50	28	\$ -	\$ 81,648.00	Coordinates all meals and maintains good standing with the North County Food Bank and all local food providers.
		Interim Sheltering	Maintenance Manager	Retread, Inc.	\$ 69,984.00	0.50	28	\$ -	\$ 81,648.00	Responsible for small repairs and maintenance on site and reports major repair needs to City staff.
		Interim Sheltering	Case Manager	Retread, Inc.	\$ 60,000.00	3.00	28	\$ -	\$ 420,000.00	options, creating and executing individualized service plans, and coordinates with local partners for client care.
		Interim Sheltering	Navigation Coach	Retread, Inc.	\$ 37,714.29	7.00	28	\$ -	\$ 616,000.07	service plan progress and identifies housing opportunities based on client needs.
		Interim Sheltering	Senior Director of Patient Advocacy and Housing Ser	Jewish Family Service	\$ 151,248.13	0.030	24	\$ 9,074.89	\$ 3,781.20	Overall program management, oversight, and direction. Ensures program goals and grant requirements are met.
		Interim Sheltering	Director of Safe Parking	Jewish Family Service	\$ 116,890.12	0.11	24	\$ 25,715.83	\$ 10,714.93	Identifies service gaps and coordinates outreach to potential community partners and engages in meetings with the community.
		Interim Sheltering	Program Manager	Jewish Family Service	\$ 93,793.89	0.25	24	\$ 46,896.95	\$ 19,540.39	Identifies service gaps needs and collaborates with others to ensure coordination with the best resources to maximize client success.
		Interim Sheltering	Data Specialist	Jewish Family Service	\$ 77,860.90	0.10	24	\$ 15,572.18	\$ 6,488.41	Ensures data into HMIS, CES, and internal databases and maintains data fidelity.
		Interim Sheltering	Program Coordinator	Jewish Family Service	\$ 81,468.99	0.10	24	\$ 16,293.80	\$ 6,789.08	Manages and accurately tracks program volunteers and assists with program participant follow-up phone calls and documentation.
		Interim Sheltering	Supervisor	Jewish Family Service	\$ 76,034.99	1.00	24	\$ 152,069.98	\$ 63,362.49	monitors and supports the quality-of-service delivery and moral of case management staff.
		Interim Sheltering	Shift Lead	Jewish Family Service	\$ 62,300.67	0.59	24	\$ 73,514.79	\$ 30,631.16	Ensures efficacy of homelessness case management and self-sufficiency services.
		Interim Sheltering	Case Manager	Jewish Family Service	\$ 59,546.42	1.18	24	\$ 140,529.55	\$ 58,553.98	individualized resources and referrals to community programs to increase access to supportive services.
Subtotal - Personnel Costs								\$ 3,651,792.63	\$ 4,257,985.67	

NON-PERSONNEL COSTS				UNIT	RATE	TIME			
Delivery of Permanent Housing	Landlord Engagement and Incentives	City of Vista	150 tenants	\$200/tenant	34 months	\$	80,000.00		Landlord engagement and incentives to house PEH. \$200 per PEH rented to. Additional \$50,000 for contingency funds for eligible repairs
Street Outreach	Outreach Vehicles	Contractor TBD via RFP	3	400/vehicle/mo	34 months	\$	52,800.00		Vehicles to meet with, and transport persons experiencing homelessness. Monthly lease costs plus \$4,000 down per vehicle.
Street Outreach	Outreach Flex Funds	Contractor TBD via RFP			34 months	\$	100,000.00	\$ 14,166.67	Flex funds for client assistances during outreach and case management, including rental of storage units for personal property storage.
Operating Subsidies	BCNC Operating Reserves	Retread, Inc		\$ 11,423.88	34 months	\$	388,412.03	\$ 4,190,218.00	operation calculated at 10% of operating costs. Leveraged operating costs includes storage of personal property and pet accommodation for clients
Interim Sheltering	Safe Parking Flex Funds	Jewish Family Service		\$ 4,666.67	24 months	\$	112,000.00	\$ 7,233.34	Flex funds for client assistances e.g. vehicle repair; driver's license, vehicle registration, insurance; move-in supports
Interim Sheltering	Safe Parking Milage Costs	Jewish Family Service		\$ 150.00	24 months	\$	3,600.00	\$ 1,500.00	Safe Parking leadership to drive between Vista and Main Office
Interim Sheltering	Safe Parking Postage	Jewish Family Service		\$ 8.33	24 months	\$	200.00	\$ 83.30	Postage for clients and program staff
Interim Sheltering	Safe Parking Recruitment	Jewish Family Service		\$ 25.00	24 months	\$	600.00	\$ 250.00	Helping to ensure program is fully staffed
Interim Sheltering	Safe Parking Computer Software (Adobe Pro)	Jewish Family Service		\$ 16.67	24 months	\$	400.00	\$ 166.70	Software that allows for streamlining of digital communication
Interim Sheltering	Safe Parking HMIS Licensure	Jewish Family Service		\$ 166.67	24 months	\$	4,000.00	\$ 1,666.70	Allows program to enter information into HMIS
Interim Sheltering	Safe Parking Cell Phones and WIFI	Jewish Family Service		\$ 350.00	24 months	\$	8,400.00	\$ 3,500.00	Staff cellphones and site Wi-Fi
Interim Sheltering	Safe Parking Office Supplies	Jewish Family Service		\$ 33.33	24 months	\$	800.00	\$ 333.30	Paper, ink, pens, etc.
Interim Sheltering	Safe Parking Pest Control	Jewish Family Service		\$ 50.00	24 months	\$	1,200.00	\$ 500.00	Provides a clean environment without disease vectors
Interim Sheltering	Safe Parking Client Water	Jewish Family Service		\$ 120.00	24 months	\$	2,880.00	\$ 1,200.00	Ensuring clients are well hydrated especially during summer months
Interim Sheltering	Safe Parking Trailer Rental	Jewish Family Service		\$ 419.00	24 months	\$	10,056.00	\$ 6,670.20	Administrative trailer rent for Safe Parking Program.
Interim Sheltering	Safe Parking Restrooms	Jewish Family Service		\$ 2,960.83	24 months	\$	71,060.00	\$ 36,667.00	2 ADA and 1 standard portable restrooms and 1 handwashing station; daily servicing
Interim Sheltering	Safe Parking Shared Expenses	Jewish Family Service		\$ 300.42	24 months	\$	7,210.00	\$ 183.33	Telephone, internet, utilities, occupancy, insurance, F&E, office supplies for staff working from JFS offices
Interim Sheltering	Safe Parking Client Food Assistance	Jewish Family Service		\$ 5,104.67	34 months	\$	-	\$ 173,558.67	Providing clients with a hot dinner every night
Interim Sheltering	Safe Parking Security	Jewish Family Service		\$ 12,750.00	24 months	\$	306,000.00	\$ 124,250.00	On-site security during all program hours
Interim Sheltering	Safe Parking Program Support Allocations	Jewish Family Service		\$ 4,710.75	24 months	\$	113,058.00	\$ 47,107.50	10% Total costs for administrative costs
Rapid Rehousing	Rapid Rehousing with Stabilization Support	Contractor TBD via RFP	125 households	\$20,000 / household	34 months	\$	2,500,000.00	\$ 1,400,000.00	stabilization services. Leveraged with VEHP for continued housing retention as necessary.
Prevention and Diversion	Family Reunification	Contractor TBD via RFP	25 individuals	\$400 / household	34 months	\$	10,000.00		Financial assistance to reunify with family or friends for permanent housing
Delivery of Permanent Housing	Shared Housing Innovation Pilot	City of Vista/City of La Mesa/Towne	25 households	\$13,472.37	12 months			\$ 336,809.25	Awarded CoC SuperNOFO grant for shared housing program, including roommate matching and housing stabilization supports
Prevention and Diversion	Workforce Development and Education Funding	City of Vista / Mira Costa College	41 individuals	Avg \$3367/individual	34 months			\$ 139,564.53	Funding for scholarships to pay for technical education
Prevention and Diversion	Workforce and Education Program & Partnership De	City of Vista / Mira Costa College		\$5,000.00	34 months	\$	5,000.00		education program and partnership development with Mira Costa College to help with income and housing stabilization for clients
Interim Sheltering	Local Shelter Acquisition	City of Vista			6 months			\$ 4,500,000.00	\$4.5M allocated from local funds to acquire a permanent navigation center facility. Expected to be operational by January 1, 2027.
Prevention and Diversion	Bridge Housing Motel Vouchers	City of Vista	room/night	\$100	34			\$ 50,000.00	Motel vouchers for diversion of individuals after losing housing but before becoming street homeless
Subtotal - Non-Personnel Costs						\$	3,777,676.03	\$ 11,035,628.49	

ADMINISTRATIVE COSTS

							371,473.43	764,680.71	
Subtotal - Administrative Costs						\$	371,473.43	\$ 764,680.71	

TOTAL BUDGET

\$ 7,800,942.09 \$ 16,058,294.87

California Department of Transportation

DISTRICT 11



MAINTENANCE DIVISION
4050 TAYLOR STREET, MS-220
SAN DIEGO, CA 92110 PHONE
(760) 594-2032
www.dot.ca.gov

June 24, 2024

The Honorable Dhakshike Wickrema
Deputy Secretary of Homelessness
California Business, Consumer Services and Housing Agency
500 Capitol Mall, Suite 1850
Sacramento, CA 95814
<Dhakshike.Wickrema@bcsh.ca.gov>

Dear Deputy Secretary Wickrema:

The California Department of Transportation (Caltrans) District 11 is supportive of and committed to the City of Vista for their proposal of the Encampment Resolution Funding Request (ERF). The City of Vista has been providing services such as outreach, coordinating general relief, CalFresh, Section 8 vouchers, emergency shelters, transitional housing, rapid rehousing to permanent housing, Coronavirus Disease (COVID) and influenza vaccinations in the areas of State Route 78 (SR-78) for the last 36 months. We know they are committed to the region and have shown their willingness in partnering to improve the accessibility of those most in need.

Caltrans District 11 supports ERF funding for the City of Vista for the following reasons:

- Collaborating to submit a plan and timeline that includes interim housing and permanent housing options to unsheltered individuals on State rights-of-way with the intention to break the cycle of homelessness.
- Committed to offering services to unsheltered individuals on State rights-of-way more than 175 times and collaborated on encampment events over 50 times since February 2022.
- The funding is needed on SR-78 for multiple encampment sites listed on the application to resolve critical encampment concerns and transition individuals into safe and stable housing.

Deputy Secretary Wickrema June June
24, 2024
Page 2

- Caltrans District 11 has been involved in multiple meetings with the City of Vista to answer questions, provide information and collaborate to develop a proposal that results in substantial solutions for people sheltering on the State rights-of-way.
- Caltrans District 11 will act on encampment sites in collaboration with the City of Vista. Caltrans District 11 will provide at least two-weeks' notice to the City of Vista and partnering agencies (unless critical circumstances exist that poses an imminent threat to life, health, safety, or infrastructure, and must be immediately addressed).

Caltrans District 11 is pleased to partner with the City of Vista so we can strengthen and expand the resources to connect unsheltered individuals with new opportunities in the community. If you have any questions about this letter, please contact me at (760) 594-2032 or by email at <shawn.j.rizzutto@dot.ca.gov>.

Sincerely,



J. SHAWN RIZZUTTO, P.E.
Maintenance Division Chief
Caltrans District 11


ERF-3 Letter of Support City of Vista


Final Audit Report


2024-06-24


Created:	2024-06-24
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"ERF-3 Letter of Support City of Vista" History

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- 7:32:03 PM GMT

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CAPITOL OFFICE
1021 O STREET, SUITE 7340
SACRAMENTO, CA 95814
TEL (916) 651-4038

DISTRICT OFFICES
169 SAXONY ROAD, SUITE 209
ENCINITAS, CA 92024
TEL (760) 642-0809

24031 EL TORO ROAD, SUITE 201A
LAGUNA HILLS, CA 92653
TEL (949) 598-5850

SENATOR.BLAKEPEAR@SENATE.CA.GOV
WWW.SENATE.CA.GOV/BLAKEPEAR

California State Senate

SENATOR
CATHERINE BLAKESPEAR
THIRTY-EIGHTH SENATE DISTRICT



STANDING COMMITTEES
ELECTIONS AND CONSTITUTIONAL
AMENDMENTS
CHAIR
BUDGET AND FISCAL REVIEW

HOUSING
HUMAN SERVICES
TRANSPORTATION

SUBCOMMITTEES
LOSSAN RAIL CORRIDOR RESILIENCY
CHAIR

BUDGET SUBCOMMITTEE #2:
RESOURCES, ENVIRONMENTAL PROTECTION
AND ENERGY

JOINT COMMITTEES
CLIMATE CHANGE POLICIES
FAIRS ALLOCATION & CLASSIFICATION

June 27, 2024

California Interagency Council on Homelessness
500 Capitol Mall
Suite 1850
Sacramento, CA 95814

Subject: Support for the City of Vista's Encampment Resolution Funds grant application

Dear California Interagency Council on Homelessness,

I am writing to express my strong support for the City of Vista's Encampment Resolution Fund grant application. The City's proposal to allocate funding for homelessness outreach at all state Route 78 on and off ramps, as well as adjacent areas with frequent engagement with unsheltered residents by homelessness outreach workers, is a crucial step in addressing the issue of homelessness in our community.

I am particularly impressed by the inclusion of housing assistance funds in the application. These funds, which would support landlord engagement and incentives, as well as move-in costs for unsheltered residents, will play a vital role in quickly transitioning individuals experiencing homelessness back into permanent housing. Providing these resources is essential for ensuring the long-term stability and well-being of those in need.

The City of Vista has put forth a comprehensive and thoughtful plan to address homelessness in our region. I urge you to give full consideration to their grant application. By supporting this proposal, we can make meaningful progress toward ending homelessness and creating a more equitable and compassionate community for all. Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "CB", followed by a horizontal line.

SENATOR CATHERINE BLAKESPEAR
SENATE DISTRICT 38

RESOLUTION NO. 2024-120

**A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF
VISTA, CALIFORNIA, APPROVING THE APPLICATION FOR ENCAMPMENT
RESOLUTION FUNDING, ROUND 3**

The City Council of the City of Vista does resolve as follows:

1. Findings. The City Council hereby finds and declares the following:

A. On November 27, 2023, the California Interagency Council on Homelessness (Cal ICH) published a Notice of Funding Availability for Encampment Resolution Funding, Round 3 (ERF3), which appropriated \$400 million to fund actionable, person-centered local proposals that resolve the experience of unsheltered homelessness for people residing in encampments.

B. ERF3 funding, if awarded, will allow continued support and expansion of Vista's existing outreach, housing navigation services, and create clear pathways to permanent housing in support of the Strategic Plan to Address Homelessness in Vista.

2. Action.

A. The application for ERF3 funding is approved, and the City Manager or his/her designee is authorized to sign the grant agreement and all related documents to accept the grant award on behalf of the City.

3. Adoption. PASSED AND ADOPTED at a meeting of the City Council of the City of Vista held on June 25, 2024, by the following vote:

AYES: Mayor Franklin, Contreras, Melendez, O'Donnell (Green absent)

NOES: None

ABSTAIN: None

APPROVED AS TO FORM:
WALTER CHUNG, CITY ATTORNEY

By: 

APPROVED
Walter C. Chung
20240619090900


JOHN B. FRANKLIN, MAYOR

ATTEST:
KATHY VALDEZ, CITY CLERK

By: 



County of San Diego

CAROLINE SMITH
INTERIM DEPUTY CHIEF ADMINISTRATIVE OFFICER

HEALTH AND HUMAN SERVICES AGENCY
1600 PACIFIC HIGHWAY, ROOM 206, MAIL STOP P-501
SAN DIEGO, CA 92101-2417
(619) 515-6555 • FAX (619) 515-6556

PATTY KAY DANON
CHIEF OPERATIONS OFFICER

June 27, 2024

California Interagency Council on Homelessness
801 Capitol Mall, Suite 601
Sacramento, CA 95814

Dear California Interagency Council on Homelessness:

On behalf of the County of San Diego (County) Health and Human Services Agency (HHSA), I am pleased to provide this letter of support for the City of Vista's (Vista) application for the California Interagency Council on Homelessness, Encampment Resolution Funding Program (ERF) Round 3 Rolling grant.

The County has a longstanding partnership with Vista with ongoing collaboration to provide essential services and support to unsheltered populations within the city.

If awarded the ERF-3-R grant, Vista will use this funding to bolster its homeless outreach and engagement efforts along SR 78 and expects to assist approximately 300 individuals with outreach, case management, rapid rehousing, family reunification, flexible funding, housing stabilization, and both temporary and permanent housing.

These efforts align with the County vision of a just, sustainable, and resilient future for all, specifically those communities and populations in San Diego County that have been historically left behind. These efforts support our ongoing commitment to the regional *Live Well San Diego* vision of healthy, safe, and thriving communities. To that end, we support Vista's application for the ERF Round 3 Rolling grant and look forward to continued collaboration in advancing comprehensive solutions for those experiencing homelessness.

For any questions, please contact Barbara Jiménez, Community Operations Officer, Department of Homeless Solutions and Equitable Communities at (619) 338-2722 or email Barbara.Jimenez@sdcounty.ca.gov.

Respectfully,

CAROLINE SMITH
Interim Deputy Chief Administrative Officer

California Department of Transportation



DISTRICT 11
MAINTENANCE DIVISION
4050 TAYLOR STREET, MS-220
SAN DIEGO, CA 92110
PHONE (760) 594-2032
www.dot.ca.gov

June 24, 2024

The Honorable Dhakshike Wickrema
Deputy Secretary of Homelessness
California Business, Consumer Services and Housing Agency
500 Capitol Mall, Suite 1850
Sacramento, CA 95814
<Dhakshike.Wickrema@bcsh.ca.gov>

Dear Deputy Secretary Wickrema:

The California Department of Transportation (Caltrans) District 11 is supportive of and committed to the City of Vista for their proposal of the Encampment Resolution Funding Request (ERF). The City of Vista has been providing services such as outreach, coordinating general relief, CalFresh, Section 8 vouchers, emergency shelters, transitional housing, rapid rehousing to permanent housing, Coronavirus Disease (COVID) and influenza vaccinations in the areas of State Route 78 (SR-78) for the last 36 months. We know they are committed to the region and have shown their willingness in partnering to improve the accessibility of those most in need.

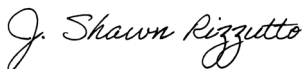
Caltrans District 11 supports ERF funding for the City of Vista for the following reasons:

- Collaborating to submit a plan and timeline that includes interim housing and permanent housing options to unsheltered individuals on State rights-of-way with the intention to break the cycle of homelessness.
- Committed to offering services to unsheltered individuals on State rights-of-way more than 175 times and collaborated on encampment events over 50 times since February 2022.
- The funding is needed on SR-78 for multiple encampment sites listed on the application to resolve critical encampment concerns and transition individuals into safe and stable housing.

- Caltrans District 11 has been involved in multiple meetings with the City of Vista to answer questions, provide information and collaborate to develop a proposal that results in substantial solutions for people sheltering on the State rights-of-way.
- Caltrans District 11 will act on encampment sites in collaboration with the City of Vista. Caltrans District 11 will provide at least two-weeks' notice to the City of Vista and partnering agencies (unless critical circumstances exist that poses an imminent threat to life, health, safety, or infrastructure, and must be immediately addressed).

Caltrans District 11 is pleased to partner with the City of Vista so we can strengthen and expand the resources to connect unsheltered individuals with new opportunities in the community. If you have any questions about this letter, please contact me at (760) 594-2032 or by email at <shawn.j.rizzutto@dot.ca.gov>.

Sincerely,



J. SHAWN RIZZUTTO, P.E.
Maintenance Division Chief
Caltrans District 11





ERF-3 Letter of Support City of Vista

Final Audit Report

2024-06-24

Created:	2024-06-24
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"ERF-3 Letter of Support City of Vista" History

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-  Agreement completed.
2024-06-24 - 7:48:38 PM GMT



Dear Sirs,

I am writing to express my enthusiastic support for the City of Vista's proposal for Encampment Resolution Funding, Round 3 (ERF3). As a Lived Experience Advisor, I have had the opportunity to witness firsthand the challenges faced by individuals living in encampments within our community. It is clear to me that the proposed funding will play a crucial role in addressing these challenges and improving the lives of those affected.

The City of Vista's comprehensive approach to addressing homelessness through the ERF3 proposal demonstrates a commitment to compassion and practical solutions. By prioritizing initiatives such as outreach and engagement, housing navigation, and supportive services, the proposal aims to mitigate the immediate impacts of homelessness and foster long-term stability and well-being among vulnerable populations as they transition into permanent housing.

Having collaborated closely with various stakeholders and community members in the region, I can see the dedication and hard work that has gone into developing this proposal. Including diverse perspectives and incorporating feedback from individuals with lived experience have ensured that the proposed strategies are responsive to the unique needs of our community.

I am particularly impressed by the emphasis placed on collaboration with local service providers, community organizations, and local housing providers. This collaborative approach is essential for creating sustainable solutions that promote dignity and respect for individuals experiencing homelessness.

In conclusion, I urge you to approve the City of Vista's proposal for Encampment Resolution Funding, Round 3. By doing so, you will not only provide critical support to our most vulnerable community members but also promote Vista's commitment to compassion, equity, and social justice.

Thank you for considering my perspective on this important matter. Please do not hesitate to reach out if you have any questions or require further information.

Sincerely,

Dennis Larkin
Lived Experience Advisor

ARToutREACH (A.R.T.)
Townspeople Board of Directors - CFO
Commission on Police Practices
CoC - Aging & Homelessness Committee
RTFH - NOFO Rating & Ranking Committee
SDHF - HEAL Network Policy Vice-Chair
Lived Experience Advisors (LEA)
SD Shared Housing Collaborative Advisor



April 15, 2024

Dear City of Vista,

I am writing to express my support for the proposed master lease program between Vista International Inc. and the City of Vista. The idea of the city master leasing 10 units in the Vista Del Mar community as a permanent housing opportunity is a commendable initiative that will undoubtedly have a positive impact on our community.

Permanent housing plays a fundamental role in providing stability and support for individuals and families recovering from homelessness and housing insecurity. By partnering with Vista International Inc. to secure 10 units for this purpose, the City of Vista will be taking a proactive step towards addressing the pressing issue of homelessness in our area.

I believe that this collaboration between Vista International Inc. and the City of Vista has the potential to make a meaningful difference in the lives of those in need. By providing safe and stable housing options, we can help individuals and families transition out of homelessness and towards a brighter future.

I endorse the master lease program and urge the City of Vista to move forward with this important initiative. Thank you for considering my letter of intent in support of this program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Tulk', with a long horizontal flourish extending to the right.

Scott Tulk
Vice President Vista International Inc.



June 7, 2024

John Conley, City Manager
City of Vista, Housing Division
200 Civic Center Drive
Vista, CA 92084

Dear Mr. Conley,

The Regional Task Force on Homelessness (RTFH) is pleased to provide this letter of support to the City of Vista for your Encampment Resolution Funding Program Round 3 (ERF-3) application. RTFH serves as the HUD-designated Continuum of Care for the San Diego region. The mission of RTFH is to:

Reduce and end homelessness in San Diego, ensuring that if this situation does happen for anyone, it remains a rare, brief and non-recurring instance; not an outcome.

RTFH serves as a policy expert, convener, funder, is the collaborative applicant and administers the Homeless Management Information System and Coordinated Entry System for the region. The City of Vista's ERF-3 proposal directly supports the [Regional Community Action Plan to Prevent and End Homelessness in San Diego](#), particularly the "People Goal" of reducing the percentage of people experiencing unsheltered homelessness throughout the region by 50%.

The City of Vista and RTFH have a history of working collaboratively to address homelessness, with RTFH utilizing Homeless Housing and Assistance Program (HHAP) to fund exits to permanent housing from their Safe Parking program and a shared housing project. The City of Vista is also actively engaged with RTFH as a long-standing participant in the Continuum of Care's Full Membership. We are excited to continue this collaboration by supporting Vista's proposal to use multidisciplinary teams to provide outreach and a wraparound case management approach through the use of a By Name List, improving non-congregate interim housing, and housing people through a combination of shared housing and master leasing. Vista's proposal is in alignment with the [CoC's Community Standards](#) by using a Housing First approach to deliver person centered, trauma informed and culturally competent services. The City of Vista, through its ERF-3 application, demonstrates its capacity to resolve encampments through master leased units for non-congregate emergency shelter and transitional housing to ensure the safety and wellness of people experiencing homelessness, and provide clear pathways to permanent housing.

We look forward to partnering with the City of Vista on this proposal as they continue to connect people experiencing homelessness to permanent housing options that reduce and end homelessness.

Sincerely,

TAMERA KOHLER, CEO
Regional Task Force on Homelessness



**City of Vista
Housing & Homeless Services Division**

**STRATEGIC PLAN TO ADDRESS HOMELESSNESS:
Encampment Resolution Funding Program, Round 3 (ERF3)
Homeless Outreach and Case Management**

Request for Proposals

RFP GUIDELINES

Applications Available **May 20, 2024**

Application Due Date **July 1, 2024**

I. INTRODUCTION AND PURPOSE

The City of Vista ("City") is soliciting written proposals from qualified service providers to provide street outreach and case management services, and rapid rehousing with stability services, who will utilize trauma-informed and person-centered approaches to connect Persons Experiencing Homelessness (PEH) within the Encampment area with appropriate resources. Practices and approaches to street outreach shall be aligned with the Continuum of Care's [Community Outreach Standards](#), and operating standards for rapid rehousing shall be aligned with the Continuum of Care's [Rapid Rehousing System-Wide Operating Standards of Practice](#).

The City is currently in preparation of an application for Encampment Resolution Funding Program, Round 3 (ERF3), and an award for the services solicited herein is contingent on the successful award of ERF3 to the City. The City will be submitting its application on or before the submission deadline of June 30, 2024, and notification of award is expected within 60 days of that deadline. If awarded, a contract for services between the City and the selected provider will be entered tentatively beginning on September 1, 2024 through June 30, 2025, and renewed for additional 12-month increments through June 30, 2027.

City Overview

The City of Vista is located seven miles inland from the Pacific Ocean in northern San Diego County and is approximately 19 square miles with a population of 99,723 (CA Department of Finance, 2024). The City operates its own Fire Department and contracts with the San Diego Sheriff's Department for law enforcement services. The City is an entitlement city that receives Community Development Block Grant (CDBG) funds; however, the City does not receive other federal funding sources such as HOME, HOPWA, or ESG. The Housing Authority of San Diego County administers Vista's Section 8 Housing Choice Voucher program and other rental assistance services.

Background

At the 2018-2020 goal setting workshop, the City Council identified a need to develop a strategic plan to address homelessness. On March 10, 2020, the City Council adopted the Strategic Plan to Address Homelessness (Strategic Plan) which identifies three specific goals: (1) preventing homelessness; (2) improving quality of life, and (3) reducing homelessness.

In support of the City of Vista's Strategic Plan goal of reducing homelessness and the Continuum of Care's (CoC) [Regional Community Action Plan to Prevent and End Homelessness in San Diego](#), the City is applying for ERF3, which was authorized in 2022 through Senate Bill 197 (Chapter 70, Statutes of 2022), enacted under Chapter 7 of Part 1 of Division 31 of the California Health and Safety Code (HSC) (sections 50250 et seq.). The \$400 million for this third round was appropriated by SB 101 (Chapter 12, Statute of 2023). ERF was established to increase collaboration between Cal ICH, Local Jurisdictions, and Continuums of Care (CoCs) for the following purposes:

- Assist Local Jurisdictions in ensuring the safety and wellness of people experiencing homelessness in encampments.
- Provide grants to Local Jurisdictions and CoCs to resolve critical encampment concerns and transition individuals into safe and stable housing.
- Encourage a data-informed, coordinated approach to address encampment concerns.

This Request for Proposals (RFP) solicits the services of an experienced homeless services provider who will perform street outreach and case management at the City's direction, coordinating as necessary with the Regional Task Force on Homelessness (lead agency of the CoC), County of San Diego's Health and Human Services Agency representatives, mental health and substance use providers, CalAIM providers, Workforce

Development, public benefits administrators, and other community-based organizations. The Vista Sheriff's Department, will assist in coordination, support and safety when addressing unsheltered homelessness as necessary or requested, in accordance with the Continuum of Care's [Policy Guidelines for Regional Response for Addressing Unsheltered Homeless Encampments throughout San Diego County](#). Outreach services shall be provided to those experiencing homelessness within the boundaries of the ERF3 grant area (Exhibit A) as proposed in the City's ERF3 application.

II. CITY EXPECTATIONS

The City is seeking a service provider who has demonstrated expertise in working with and meeting the needs of those most vulnerable in our community, and who understands the unique needs of people who are experiencing homelessness (PEH). Experience working with and navigating the regional programs for PEH, as well as knowledge of the local community needs, ability to coordinate with multiple stakeholders, and understanding of the needs of the diverse groups within the population experiencing homeless are required. The contracted service provider will be required to participate in regular meetings, both public and private, at the direction of City staff. The contracted service provider will provide at minimum, a bi-annual report to the City Council that includes anonymized client data, detailed program activities, and itemized expenditures. The contracted service provider will also need to attend monthly Homeless Services Sub-Committee meetings. Additional reporting suggested by the selected provider is also encouraged.

This RFP sets forth the requirements of the solicited activities and contains the guidelines by which each proposal must include.

III. FUNDING AND METHOD OF PAYMENT

Services provided under the contract shall not exceed \$5,281,345.02 through June 30, 2027, with services anticipated to begin on September 1, 2024. Proposals should describe the services the organization is able to commit to within the allocated budget. The selected service provider will submit invoices to the City. The invoices must include a detailed breakdown of the services, the tasks, the hours, hourly rates, and all appropriate back up. The final contract term will be consistent with Section I of this RFP and the contract total may vary depending on final award of ERF3.

IV. ELIGIBILITY CRITERIA

Nonprofit organizations, Federally Qualified Health Centers, government agencies, and neighborhood organizations that primarily serve low- and moderate-income individuals and households, with experience working with PEH utilizing a trauma-informed and person-centered approach, are eligible to apply. Proposals should incorporate a combination of program management, street outreach, housing navigation, housing stability case management, and peer support personnel. A Licensed Clinical Social Worker on staff in a management role is preferred. Proposers must be knowledgeable about housing programs, including County Section 8 Housing Choice vouchers, and applicable local homeless service programs. Nonprofits must be incorporated as a nonprofit in California by the proposal submittal date.

Respondents to the RFP must be able to sign the City's standard contract for services (sample included as Exhibit B). As specified in the contract, General Liability Insurance, Automobile Liability Insurance and Workers Compensation Insurance are required at the time of the execution of the standard contract for services.

V. SCOPE OF SERVICES

The City is seeking to partner with an organization that can provide full-time outreach workers to conduct pro-active street based case management, housing navigation, coordinate city wide case conferencing

utilizing a By-Name-List, work with the Vista Sheriff's Department at the City's direction along with other agencies that regularly come into contact with PEH, and provide housing retention services up to 12 months. The role of the service provider will be to provide support for PEH within the City and those who have been recently housed after experiencing homelessness, collect data utilizing the Homeless Management Information System (HMIS) according to RTFH Guidelines, and connect people to the services they need in order to make meaningful steps towards exiting homelessness. The goal of these services is to create a clear pathway to permanent housing and helping to ensure long term retention in order to make homelessness a rare, brief, and a onetime experience. Proposals shall describe how they will achieve the following City objectives and services.

- Provide street based case management services within the encampment area, at designated community sites independently and in coordination with the County's Health and Human Services Agency representatives, mental health providers, Vista COPPS Unit, and other local service providers. These services will be provided in the field ensuring to meet the client where they are needed. These services will be low barrier following a Housing First approach.
 - Proposal may include up to \$52,800 for the leasing of up to 3 vehicles to provide street based case management and transportation of clients.
- Staff a position to receive and follow up with calls for self-referrals and citizen concerns regarding known PEH in the area.
- Complete a comprehensive Biopsychosocial assessment for each client and develop a detailed individual service plan that includes but not limited to: identifying barriers to housing, physical, dental, and behavioral health needs, and income goals. The plan shall include a timeline and measures for achieving each client goal and strategies to address current barriers to housing.. Review and update each case plan to monitor progress towards goals as the client's needs change. Empower clients to become involved in their own planning and goal setting. The City of Vista will require the service provider to utilize the County-wide Coordinated Entry System (CES), timely and complete entry of client-level data through HMIS (Clarity) according to standard guidelines set forth by RTFH, as well as service provider's additional client assessment and tracking tools as necessary.
- Link clients to available housing, medical, mental health, addiction and recovery services, food, clothing, transportation, employment, Social Security Retirement/Social Security Disability, financial, and other appropriate services based on the client's individual plan. Assist clients with enrolling in mainstream benefits and obtain identification (e.g. California Driver's License, California Identification Card and/or Social Security card). Assisting clients with no or minimal income to obtain income is a priority and is a key factor in longer-term housing stability. Proposer should include flex funds in their proposed budget to assist with these services, including costs for storage of personal property and pet care.
 - Proposals may include up to \$100,000 in flex funds
- Provide ongoing case management related services to clients, to include: advocacy and support to assist with removing barriers and achieving stated goals; ongoing assessment of individual needs including housing stability, mental and physical health needs, substance use treatment, and overall safety; development and review of their service plans, coordination of service plan items; coordination, referral and connection to other service providers and community resources; crisis intervention services; and liaison or advocacy services to help remove barriers for clients. This includes communication with other community service providers, medical and mental health providers, treatment and recovery providers and family members.

- Proposals may include up to \$10,000 to assist at minimum 25 households with family reunification.
- Assist clients to identify interim and permanent housing options based on their individualized service plan and coordinate with City staff, including the Housing Specialist, to identify available housing options that are appropriate for clients, and work to obtain and maintain permanent housing with the client for a period of up to twelve months after housing placement. Develop a long-term support plan to ensure residents previously experiencing homelessness maintain housing and continue to achieve other personalized goals.
 - Proposals may include up to \$2,500,000 in housing assistance funds to assist a minimum of 125 households with rapid rehousing and housing stabilization.
- Provide proposed outcomes of the program, including, but not limited to, number or percentage of: unduplicated individuals served, exits from street homelessness, exits to permanent housing, individuals retaining housing after 12 months of housing placement.
- Maintain regular communication, both written and verbal, with the Vista COPPS Sergeant and Housing & Homeless Services division staff. Attend regular public and private meetings, including the monthly Standing Committee Meeting on Homelessness and City Council Workshops, to review and discuss outreach worker caseload and overall progress.
- Work with the Vista COPPS unit and Housing & Homeless Services division staff to maximize partnerships with other local service providers, community organizations and individuals to cultivate resources and stay connected to the changing needs of the community.
- Attend regular Homeless Outreach events put on by the City to help connect PEH to necessary services.
- Proposer understands that the Services entail repeated interactions with at-risk populations that may be experiencing mental health disorders or substance abuse issues. The successful Proposer is responsible for ensuring the safety of their personnel while performing the Services and for coordinating with the Vista Sheriff's Department for law enforcement intervention, as-needed. The successful Proposer shall inform City staff of any threats and/or acts of violence that occurs between their personnel and PEH during the performance of the Services.
- Complete accurate and thorough documentation in a timely manner. Maintain documentation of client meetings and interactions, including conversations and progress towards goals. Maintain data on each program participant and program milestones, and provide reports and monthly invoices as required by the City. Proposer must comply with RTFH guidelines on data entry into HMIS.
- Identify gaps in homeless services and assistance needs in Vista. In addition, develop a written report of recommendations for community and program improvements in support of the Strategic Plan. The report is due to City at the end of the contract term.
- Furnish and cover all costs for general office supplies, printing, and postage associated with normal office and service operations related to case management duties.
- Participate in community meetings related to the Strategic Plan to Address Homelessness or case

management duties.

Proposer must identify and provide one key staff contact if Proposer will utilize multiple personnel to fulfill the requirement to provide full-time Services.

VI. PROPOSAL SUBMISSION

To receive addenda and submit a Proposal, Proposer must register a free account with the City's Electronic Bidding System, OpenGov Procurement, at <https://secure.procurenow.com/portal/cityofvista>. No hard copy proposals will be accepted. Once registered, Proposer must download the RFP while logged in under their own name and identification number to appear on the Electronic Prospective Bidders List as a "Prospective Bidder." Proposers that fail to download the RFP will not appear on the Electronic Prospective Bidders List and their Proposal will be considered non-responsive. If a Proposer is unable to register or download the RFP from OpenGov Procurement, a Proposer representative may contact OpenGov Procurement to troubleshoot the problem.

All Proposal documents must be uploaded using OpenGov Procurement prior to the Proposal Submission Date as instructed in this solicitation. Once file(s) have been uploaded and the Submission Status shows as "Submitted" the submission is complete. At that point the Proposer will receive an email confirmation from OpenGov Procurement.

The City reserves the right to extend the date by which proposals are due via addendum. To be considered, Proposals shall be submitted through OpenGov Procurement no later than the Proposal Submission Date. OpenGov Procurement will determine the official time for the advertised Proposal Due Date and such determination will be final. Any Proposals not received in a timely manner on the Proposal Due Date, as described above, will not be considered.

Proposers understand that an award for this RFP is contingent upon the award of ERF3 to the City, and the City reserves the right to cancel this RFP at any time.

Questions on this RFP

All project related questions and requests for clarifications, changes, exceptions, and deviations to the terms and conditions set forth in this RFP shall be submitted via "Q&A" through the City's Electronic Bidding System, OpenGov Procurement. Phone call questions will not be accepted. Answers to all submitted questions will be provided in an addendum through OpenGov Procurement. Questions must be submitted prior to the deadline specified in the RFP Schedule, above.

VII. PROPOSAL INSTRUCTIONS

Proposals should include at a minimum the following elements:

1. **Cover letter.** A cover letter shall summarize key elements and guarantee that key personnel will be committed to perform the required tasks throughout the duration of the contract. The cover letter shall be limited to two (2) pages and shall include a contact name, email, phone number and full address for the proposer. The cover letter must provide a brief overview of the proposer's qualifications, list key personnel and areas of responsibility, demonstrate that the personnel have the knowledge and skills to provide street based case management, and housing stabilization services as described in this RFP, and emphasize similar contracts or projects that required the performance of similar tasks. The cover letter shall include a statement that the proposer can meet the City's insurance requirements and is prepared

to execute the City's standard contract for services as written, and will not make any changes to the project term without authorization of the City. In cases, where a team member voluntarily leaves an agency, the proposer shall provide the City a proposal for a substitute team member subject to the approval of the City.

2. **Approach.** Provide a detailed description of the approach to the project, including suggested activities and methodologies to be used when providing the Services for PEH in the City of Vista. Such activities may include: strategies to engage with individuals who are unsheltered with considerations to the unique needs of the diverse groups within the unsheltered community; plans for coordinating with shelter and housing providers, treatment providers, employment and educational programs, legal services, and other government entities; use of proposed flex funds; approaches to local coordination with community service providers; plans for tracking demographic, quantitative and qualitative data; use of any evidenced based practices; evaluation criteria and any other elements the organization may propose. Proposals should cite previous experience with such work and take into consideration the objectives identified in the Scope of Services.
3. **Staffing.** Identify and describe program staff, qualifications and professional experience, along with proposed weekly time commitment towards this project.
4. **Budget.** Please provide a simple 12-month project budget that is adjustable to accommodate the initial 10-month contract period, describing staff rates and labor hour estimates. Identify staff benefits and administration costs, if applicable. Budget may include flex funds for client needs such as transportation, new identification cards, etc. The City will review budget proposals to determine maximum value, effectiveness, approach, and performance of work within a reasonable budget. Proposals must identify potential milestones that will trigger payments due. Note in-kind supports if applicable, or if leveraging other existing resources is planned.
5. **Schedule.** Include a proposed annual project schedule, including key project tasks, deliverables, specific timelines and sequence.

VIII. Review of Proposals

Proposals will be reviewed for completeness and according to the City's evaluation criteria. Incomplete and/or late proposals may be disqualified. The City will review and evaluate all proposals for responsiveness to this RFP to determine whether the respondent possesses the professional qualifications necessary for the satisfactory performance of the services required. The City will also investigate qualifications of all respondents to whom the award is considered, and may request clarification of proposals directly from one or more proposers. In reviewing the proposals, the City will consider the following evaluation criteria (100 points total):

- Quality of the approach, clarity, rationale and feasibility (25 points)
- Organization's experience with projects of similar type (20 points)
- Project staff experience and expertise (15 points)
- Proposed project schedule and outcomes (20 points)
- Budget and value of proposed work and deliverables for dollars invested (20 points)

The City may conduct interviews as a part of the evaluation process.

IX. AWARD OF AGREEMENT

Upon completion of the review period, the City will notify the proposer whose proposal will be considered for further evaluation and negotiation. Any delay caused by proposer's failure to respond to direction from the City may lead to a rejection of the proposal.

- a. If the City determines, after further evaluation and negotiation, to award the agreement, a contract for services agreement will be sent to the successful proposer for the proposer's signature. No proposal shall be binding upon the City until after the agreement is signed by duly authorized representatives of both the service provider and the City.
- b. The City reserves the right to reject any or all proposals, and to waive any irregularity in a proposal. The award of the agreement will be based upon a total review and analysis of each proposal and projected costs.

Timeline for Submission and Award:

Activity	Date
Public Notice announcing RFP	June 10, 2024
Final Date for Submissions of Questions	June 28, 2024
Proposal Submission Deadline	July 31, 2024 by 5:00 p.m.
Interviews (if needed)	August 5 -15, 2024*
Selection and Funding Award	August 29, 2024*
*Dates are subject to change The City reserves the right to extend the date by which proposals are due via addenda.	

X. RIGHT TO REJECT PROPOSALS

The City reserves the right to request additional information from proposers. By the act of submitting a proposal, proposers acknowledge and agree to the terms and conditions of this RFP and to the accuracy of the information they submit in response. The City reserves the right to reject any and all submittals, waive any irregularities in the submittal requirements, or cancel this RFP at any time. The review panel will make recommendations to enter into a contract with the City at the Vista City Council meeting on August 13, 2024 (tentative date).

XI. DISCLOSURE

All Proposals become the property of the City unless a return is specifically requested as specified in the following section. The City is a public agency subject to the disclosure requirements of the Public Records Act, California Government Code Section 6250 and following. These requirements include an exemption for "trade secrets". If any proprietary information is contained in or attached to the written proposal, it must be clearly identified. In order to protect trade secrets from disclosure, pursuant to a public Records Acts request, you must agree in writing to defend and indemnify the City of Vista if litigation results.

