City of Petaluma

Request for Proposals to Provide Homeless Services – Outreach and Engagement and Landlord Recruitment

October 2022

City of Petaluma

**Request for Proposals to Provide Homeless Services –
Outreach and Engagement and Landlord Recruitment**

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I. Introduction and Vision Statement

The City of Petaluma (City) is seeking qualified proposals to support the implementation of the City's [Three-Year Strategic Action Plan to End Homelessness](). This Plan, which was adopted in June of 2022, was based on a yearlong community planning process, which included input from people with lived experience of homelessness, local service providers, and regional stakeholders. The plan aligns with City Council goals, the City Housing Element, and Climate Action Plan. Its vision is to reach functional zero chronic homelessness in Petaluma and, in the process, create a crisis response system that ensures homelessness becomes a rare, brief, and one-time experience in our community.

To achieve this vision, the City is seeking to build a more effective and streamlined "Pathway to Housing" (visual included as Attachment B) that can accommodate the unique needs of people experiencing homelessness in our community. Petaluma, which is located in Sonoma County in the North Bay region of the San Francisco Bay Area, is home to approximately 60,000 people, and on any given night, according to the Sonoma County Point-in-Time Count, approximately 300 residents are experiencing homelessness. Fortunately, Petaluma has one of the highest emergency shelter rates in California (approximately 50%), and the City has a proven track record of actively investing in solutions. In FY21-22 alone, the City supported the creation of a new 25-unit non-congregate shelter program called "The People's Village" and a new 60-unit permanent supportive housing program called "The Studios at Montero." For the approximately 150 people experiencing unsheltered homelessness, most of whom are chronically homeless, since the summer of 2021, the City has been convening and facilitating a weekly "by-name-list" coordination meeting to support service navigation and housing placements.

With the adoption of the Plan, the City plans to build on these efforts by identifying and investing in strategic focus areas that will serve as the building blocks for our reimagined Pathway to Housing. Over the next year, those efforts will include:

#1: Creating a "housing-focused" outreach system
#2: Increasing permanent supportive housing units
#3: Exploring shelter options for vulnerable sub-populations
#4: Improving the Petaluma Coordinated Entry access point
#5: Increasing the City's internal capacity to respond
#6: Tackling the root causes of homelessness
#7: Leveraging the community to accelerate progress
#8: Building alignment with other cities and subregions

With this Request for Proposals (RFP), the City is working to rectify two specific gaps identified in the Plan and highlighted in the strategic focus areas above - the need for expanded street **Outreach and Engagement** capacity and **Landlord Recruitment** services. A detailed description of these activities can be found in section "V. Scope of Services."

Agencies can propose to provide services in one or both of these service areas; however, separate applications will be required for each service area, as detailed in section "VI. Proposal Contents and Format."

The City is moving quickly to provide these services to local residents. Applications in response to this RFP must be received by November 14, 2022. The City anticipates announcing awards the week of November 28, 2022, with services to begin no later than January 2023..

Should the City not receive a sufficient number of complete, competitive applications by the submission deadline, this RFP may be re-issued at a later date.

The City sincerely appreciates applicants' time and consideration of this opportunity.

II. Submission Instructions and Deadline

All applications must be submitted via the City's online application portal at City Data Services https://www.citydataservices.net/. Follow instructions in **Attachment C: Instructions for Completing City of Petaluma Homeless Services Grant Application in City Data Services.**

See **RFP Attachment A: Application Summary** for all required information to be submitted through City Data application portal, including application cover sheet, required narrative questions, budget, and project/organization documents.

NOTE REGARDING BUDGET/FUNDING LEVEL: The City requests that applicants submit a budget the service provider determines is necessary to provide services and achieve outcomes as proposed. The City has not set a required minimum or maximum budget request.

Please make sure to complete and submit your proposal in the City Data Services System **by the application deadline of 4:00PM PST on Monday, November 14, 2022.** Late proposals will not be accepted.

An optional Applicants' Information Session is scheduled for Tuesday, October 25, 2022 from 12-1 pm via Zoom. No RSVP is required; please use the following meeting invitation to join:

> Topic: City of Petaluma Homeless Services RFP Information Session
> Time: Oct 25, 2022 12:00 PM Pacific Time (US and Canada)
> Join Zoom Meeting: Homeless Services RFP Information Session
> Meeting ID: 833 1225 5521 / Passcode: 325977
> Dial by your location: +1 669 900 6833 US

For technical questions regarding accessing or submitting the application online, please contact City Data Services via email at citydataservices@yahoo.com.

III. Anticipated Timeline (subject to change)

RFP Released	Tuesday, October 18, 2022
Applicants' Informational Session	Tuesday, October 25, 2022
Deadline for RFP Questions by 4:00 PM PST	Monday, October 31, 2022
RFP Q&A Posted	Wednesday, November 2, 2022
Proposals Due by 4:00 PM PST	**Monday, November 14, 2022**
Proposal Review (Applicants available for questions)	Week of November 14, 2022
Award Announcement	Week of November 21, 2022
Contracting/Onboarding Begins *	December 2022

*The City is moving quickly to offer these services to our community members, especially given the challenges presented during the colder and wetter months of the year. Ideally providers will commence work no later than January of 2023.

IV. Requests for Clarification

Please email questions regarding this RFP to Karen Shimizu, City of Petaluma Housing Manager, at kshimizu@cityofpetaluma.org by 4:00 PM on Thursday, October 31, 2022. Answers will be posted on the RFP webpage https://cityofpetaluma.org/bid-opportunities by 5:00 PM on November 2, 2022.

V. Scope of Services

With this Request for Proposals, the City is seeking high-quality scopes of work and cost-effective fee proposals for two service areas within the local Pathway to Housing - **Outreach and Engagement and Landlord Recruitment.**

Agencies can propose to provide one or both of these services. **Applicants must submit separate applications for each service area (Street Outreach or Landlord Recruitment.)**

The following sections describe in detail service components requested through this RFP.

1) Outreach and Engagement

Street-based outreach is one of the most important "front doors" to a homeless system of care. It is a combination of client engagement outside the traditional office setting, networking to identify clients, and meeting clients where they are, on their own terms, to connect them with services. Homeless outreach should be face-to-face and take place on the streets, in encampments, under bridges, in temporary motels, shelters, meal sites, libraries, public facilities, and wherever else people might be located.

One of the most important goals of street outreach is to build supportive, genuine, and action-based relationships that are ultimately oriented around getting a person rehoused. Street outreach should be prioritized for people who 1) are not currently engaging with other community resources like shelter or drop-in services and 2) may be distrustful of the local system of care generally. To support these goals, the City believes it is important to focus on both the structure and delivery of outreach services.

In terms of structure, there are many different ways communities create outreach programs. In some cases outreach is conducted by individual people. In others it is conducted by pairs of outreach workers or even large, multi-disciplinary teams. Some communities focus on geographic coverage while others focus on subpopulations like youth or veterans.

After assessing potential outreach models, the City is seeking to fund outreach teams of two staff members per team. Each staff member will be required to maintain a caseload of 25 clients (50 clients per team). In addition to these 50 clients, each outreach team should be prepared to conduct some level of general outreach throughout the week to identify anyone who is newly in need of support and/or to determine the general status of people not currently on the caseload. Given the current levels of need in the community, the City is interested in funding two teams, with one primarily focused on encampments and the other on individuals scattered throughout Petaluma.

Both the caseloads and the general outreach will help inform community-level efforts to coordinate services and care. Indeed, across the country, the communities with the most effective outreach programs host regular outreach coordination meetings, whereby partners work together to develop service plans, coordinate care options, and avoid duplication of efforts. The City's new outreach teams will be expected to participate with Petaluma's weekly "by-name-list" client coordination meeting.

In addition to structure, the City believes it is important that outreach providers adopt and adhere to established best practices for the provision of outreach services. Those practices include, but are not limited to:

- **Leading with basic needs** - Providers should be prepared to offer no-strings offerings of items like food, water, toiletries, and other requested items in effort to build trustworthiness and engagement.

- **Housing readiness** - Providers should always remain oriented towards permanent housing placements. If clients would like support in the form of emergency shelter and treatment, that should always be an option, but in the spirit of Housing First principles, it is important to ensure that people can also bypass crisis options and move directly into permanent housing. Outreach workers should have a clear sense of the process and required documentation for rapid rehousing, permanent supportive housing, and other resources to secure housing, and staff members should be working to get clients "document ready" for these opportunities. Tablets and other mobile technology can be helpful in enabling outreach workers to collect and upload information in real-time for housing applications. Other people may be successfully connected to permanent housing with "problem-solving" or "diversion" strategies, through which outreach workers focus on the household's strengths and existing support networks and provide light-touch assistance to help them access safe housing outside of homeless system resources (such as with family or in private housing).
- **Participation from diverse service partners** - Whether through regular community-level coordination and/or during actual outreach visits, providers should include wraparound support services from other community partners. Partners might include: health workers, disability and benefits staff, behavioral healthcare providers, workforce providers, and other requested services.
- **Lived experience staffing** - Including people with lived experience in outreach teams can help reduce the lack of trust that outreach workers face and can lead to better long-term engagement in services.
- **Warm hand offs -** Once an outreach worker has linked a client to a service or housing provider, that client will be around new and unfamiliar people, which may hamper efforts to engage the client with services. For this reason, outreach programs should utilize the practice of a warm hand-off, or a gradual, comfortable transition between the outreach phase and the housing or service engagement phase. This warm hand-off approach means that outreach workers should visit their former clients during the first few weeks of housing or service engagement to show that the relationship that had formed is real and that support is ongoing. Outreach workers can also personally introduce their clients to their new providers, benefits staff, or outside community agencies.
- **All contacts and housing placements should be documented in HMIS** - Outreach workers should have access to data systems to be able to input data, look up previous contacts with the person experiencing homelessness, and access information on available resources.
- **Culturally competent** - Street outreach efforts should be respectful and responsive to the beliefs and practices, sexual orientations, disability statuses, age, gender identities, cultural preferences, and linguistic needs of all individuals.
- **Adhere to regular schedules for fixed sites** - Providers should aim to build credibility and trustworthiness through a predictable and regular visit schedule, which could include trips to churches, shelters, drop-in and day centers, free clinics, hospitals and emergency departments, jails, libraries, community centers, and meal sites.
- **Professionalized** - In an effort to build trust and credibility, outreach providers should conduct themselves in a standardized, respectable, and professional way. This could

include wearing well-branded and visible uniforms, prioritizing the importance of first impressions, and conducting regular training and professional development on topics including, but not limited to: mental health first aid, problem-solving and diversion, trauma-informed care, harm reduction, Homeless Management Information System (HMIS) and data tracking, VI-SPDAT and Coordinated Entry practices, professional boundaries, motivational interviewing, and cultural humility.

- **Transportation** - To the extent possible, outreach workers should directly provide or coordinate transportation for outreach clients in order to leverage in-the-moment interest and/or to reduce a persistent barrier to care.

While outreach workers should plan to spend some of their time in local coordination meetings, most of their time should be spent in the field, engaging with current and prospective clients. The program should also include a clearly defined program manager / director position who will be responsible for overall program operations, including quality assurance and improvement, consistency of services, ongoing training and supervision of staff, managing partnerships with stakeholders, and tracking data and performance outcomes. This leadership position can be full-time or part-time, depending on the proposed program size and design.

Effective outreach programs should be able to clearly articulate metrics and outcomes, including but not limited to:

- Assessment for the countywide Coordinated Entry system
- Reporting contacts in the HMIS system
- Document-readiness for caseload clients (e.g., identification, certifiable disabilities, homelessness verification)
- Attempts at diversion, problem-solving, family reunification, and / or other immediate rehousing opportunities

2) Landlord Recruitment

The foundation of any homeless service system is the ability to quickly and effectively identify permanent housing opportunities. While the City of Petaluma is investing significant resources in new affordable and supportive housing projects, such as the MidPen project located at 414 Petaluma Boulevard North and the Petaluma Ecumenical Properties River City Apartments (both with combination of low and very low income units) and Burbank Housing's Studios at Montero (60 units of permanent supportive housing), one of the most expedient strategies for getting people rehoused is finding and securing rental opportunities with local landlords. These opportunities can then be paired with one-time financial assistance, rapid rehousing funding, housing vouchers, and/or agency-managed master leases.

With this RFP, the City of Petaluma is seeking to create a dedicated landlord recruitment provider to accelerate the rate of community-based housing placements.

There are many successful examples of how to structure a landlord recruitment program, including here in the North Bay. For example, in neighboring Marin County, as recently as 2016, the Marin Housing Authority (MHA) had a housing voucher utilization rate of only 30%. Given this extremely low success rate - and the prospect of losing federal voucher allocations as a result - the County of Marin supported MHA with the creation of a "landlord partnership program." Within two years, voucher utilization increased by 98%, and the program was named a nationwide best practice by the Department of Housing and Urban Development.

Key elements of Marin's Landlord Partnership have included:

- A dedicated, full-time staff position to coordinate recruitment efforts
- Convening a landlord advisory committee to work collaboratively on recruitment and retention strategies, ideas, and incentives
- Expanded security deposits
- Additional financial protection for damage
- Vacancy loss coverage should a landlord choose to rent to another voucher holder
- A customer service hotline
- Landlord workshops
- Informational newsletters to landlords

In addition to the elements above, for any local landlord recruitment program, the City would also like to see proposals that demonstrate an ability to provide general community education about:

- What housing vouchers are and how they work
- Local, State, and Federal renter protection policies
- Federal and State fair housing policies, especially around housing subsidy discrimination

Finally, the City wants to ensure that any local landlord recruitment efforts are coordinated with any countywide initiatives led by the County of Sonoma.

Please note that this funding opportunity is not intended for "housing navigation" services, which is associated with case managers getting clients "housing ready" (e.g., getting a client's ID, getting "document ready," credit checks or other financial background efforts, providing wraparound support services to support someone in housing). This funding is intended for recruiting and retaining landlords who will rent units to people experiencing homelessness.

Effective landlord recruitment programs should be able to clearly articulate metrics and outcomes, including but not limited to:

- Recruiting new landlords
- Retaining landlords
- Placements
- Community education efforts

VI. Proposal Contents and Scoring Matrix

Because the two service areas outlined in the previous section are so distinct, applicants must submit a separate application for each service area – **Outreach and Engagement**, or **Landlord Recruitment**. Agencies can apply to one or both of these areas. Please note that for proposal evaluation purposes, applying to both does not confer added points or benefit. The City wants the strongest services possible, whether they are operating across two agencies or within one.

Please refer to the table below for a summary of required application sections, points available for the review and evaluation process (100 point max), and questions to be addressed in each application section. **All application responses and materials must be submitted via the City Data Services portal. No emailed or hard copy delivery applications will be accepted.**

Application Section	Points Available	Questions to Address
Cover Sheet & Checklist	Required - Not Scored	- Organization and project summary information - Headquarters and communities served - Total staff size - Agency budget - Amount request for project
Organization & Team Experience	30 points	- Organizational history and focus areas - History working with government agencies - Organizational values and work culture - Experience with target population & service area - Incorporation of lived experience perspective - Experience with ensuring cultural competency - Key team members - Training and professional development
Program Description & Scope of Work	35 points	- Describe the program - Detail best practices used - existing and planned - Describe how you use and determine caseloads - Describe how you individualize services - Key partnerships, both existing and planned - Outline program oversight, including distinguishing "manager" work vs. "front-line staff" work - Anticipated hours of operation - Languages spoken
Data & Outcomes	10 Points	- What metrics would you consider for this project - How will you track data (systems and processes) - Include data from similar projects if applicable - How have you used data to modify programming?

Capacity, Readiness & Ramp Up Plan	10 Points	- When can you reasonably start - Are you leveraging current staff or hiring (if current, where are they based now) - What is your existing knowledge of the community <u>Timeline Template</u>
Budget	15 Points	-Budget appropriate for level of services proposed -Complete detailed budget template -Provide response to budget narrative questions - How are you leveraging other funds - What is projected vs. secured
Support Documents / Attachments	Required-Not Scored	- Annual report - Most recent audited financials - Most recent org financial statements - 501(c)3 documentation (- Organization AND project staff charts

VII. Contract,Terms and Conditions

1. Nondiscrimination: Applicants for this RFP shall not discriminate against any interested individual, firm or applicant on the grounds of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation.

2. Permits, Licenses, and Insurance: The successful applicant for this RFP shall, at its sole expense, obtain and maintain during the term of any agreement executed pursuant to this RFP all appropriate permits, certificates, licenses, and insurance including, but not limited to, a City of Petaluma Business License which may be required in connection with the performance of services hereunder.

3. Signatures and Declarations: Each proposal responding to this RFP must be signed on behalf of the submitting entity by an officer authorized to bind the entity to its proposal.

4. City's Right to Waive: The City reserves the right, in its sole discretion, to waive any immaterial irregularities in a proposal responding to this RFP or in the submission of a proposal.

5. City's Right to Modify the RFP: The City reserves the right, in its sole discretion, to modify this RFP should the City deem that it is in its best interests to do so. Any changes to the RFP requirements will be made by written addendum posted on the City's website. The failure of an applicant to read any addenda shall have no effect on the validity of such modification.

6. City's Right to Suspend or Cancel the RFP: The City reserves the right, in its sole discretion, to suspend or cancel this RFP in part or in its entirety should the City deem that it is in the City's best interests to do so.

7. City's Right to Reject Any Proposal: The City reserves the right, in its sole discretion, to reject any proposal responding to this RFP that the City determines does not satisfy the conditions set forth in this RFP, or contains false, misleading, or materially incomplete information.

8. City's Right to Reject All Proposals: The City reserves the right, in its sole discretion, to reject all applicants and not to award to any applicant should the City deem it is in its best interests to do so.

9. City's Right to Extend RFP Deadlines: The City reserves the right, in its sole discretion, to extend any of the deadlines listed in this RFP by written addenda should the City deem that it is in its best interests to do so.

10. Cost of Proposals: All costs incurred during proposal preparation or in any way associated with an applicant's preparations, submission, presentation or oral interview (if any) shall be the sole responsibility of the Applicant.

11. Liability for RFP Errors: Applicants are solely responsible for all errors and omissions contained in their responses to the RFP.

12. Proposals Property of City: Upon receipt, each proposal responding to this RFP submitted to the City becomes sole property of the City and will not be returned to applicant.

13. Oral and Written Explanations: The City shall not be bound by oral explanations or instructions given at any time during the process or after the award. Oral explanations given during the review process and after award become binding only when confirmed in writing by an authorized City official. Written responses to question(s) asked by one proposer will be provided to all applicants to this RFP.

NOTE: The City of Petaluma Standard Professional Services Agreement and Insurance Requirements for contracted service providers are available upon request.

ATTACHMENT A: APPLICATION SUMMARY

__FOR INFORMATION ONLY: ALL RFP RESPONSES MUST BE SUBMITTED THROUGH CITY DATA SERVICES APPLICATION PORTAL__

APPLICATION COVER SHEET

City of Petaluma – 2022 RFP for Homeless Services

APPLICANT ORGANIZATION INFORMATION

Applicant Organization Name _____

Address _____

City _____ State _____ Zip Code
_____

Organization Web Address_____

Chief Executive Officer Name and Title
_____

Primary Contact Name and Title
_____

Primary Contact Email_____ Primary Contact
Phone_____

Organization Total # FTE _____ Organization Annual Budget $_____

Organization Type (check one): o Non-Profit with 501c3 Status o Other_____

Year Established _____ Organization Federal Tax ID
#_____

Organization's Current Service Area – Sonoma County (check all that apply):

o Petaluma o Rohnert Park o Cotati o Sonoma o Santa Rosa o Healdsburg o Cloverdale

o Other County region(s) (describe)
_____

Organization's Service Area – Non-Sonoma County
(describe):_____

PROJECT INFORMATION *(Note: Separate Application Required for Each Category)*

Service Category Proposed (check one) o Outreach and Engagement o Landlord Recruitment

Total Annual Project Budget $ _____ Grant Amount Requested
$_____

Project Total # FTE _____ Project # FTE Existing _____ Project # FTE To Be Hired _____

APPLICATION NARRATIVE QUESTIONS

NOTE: ALL NARRATIVE RESPONSES TO BE PROVIDED THROUGH CITY DATA SERVICES PORTAL

Organization and Team Experience *(Maximum 4 pages)* **– 30 Points**

1.   Please describe your organization's mission, values and work culture.

2.   Describe your organization's headquarters and communities served, total staff size and sources of funding for the organization's operating budget.

3.   Describe the experience of your organization and project team in providing the proposed services. Include a summary of your organization's history and focus areas, including your experience working with government agencies. Include a description of your organization's experience working in the City of Petaluma (with relevant data if available).

4.   Describe your organization's experience working with the proposed target population, and how you incorporate the lived experience perspective.

5.   Provide a brief description of your organization's leadership team, including their names, titles, experience and role related to the proposed project. Describe your organization's approach to training and professional development.

6.   How does your organization ensure cultural competency in programs and administration?

Program Description and Scope of Work *(Maximum 5 pages)* **– 35 Points**

7.   Provide an overview of proposed program services, including how you will use and determine caseloads, and how you will individualize services.

8.   Describe how you will utilize existing and proposed best practices in implementation of your proposed project.

9.   Describe key partnerships you will leverage to ensure project success – including both existing and planned partners.

10.   Provide an overview of staffing and oversight, including a listing of all key staff whether funded by this grant or other source and noting whether existing staff or to be hired. Include a brief summary of key functions of each role, and relevant/required experience (including lived experience.) Describe how the roles for project management/administration versus "front-line" work will be distinguished and maintained.

11.   Describe your proposed project days and hours of operation.

12.   Describe how your project will address cultural competency, including languages spoken.

Program Evaluation – Data and Outcomes *(Maximum 2 pages)* **– 10 points**

13.   Describe your evaluation plan for the proposed services, including what metrics you will use to measure project success, how you will track data (systems and processes), and how you will use data to modify programming.

14.   Provide data your organization has tracked and evaluated to demonstrate success with similar projects if applicable.

15.   Provide an example of how your organization has used data to modify programming for a similar project if applicable.

Capacity and Readiness *(Maximum 3 pages)* **– 10 Points**

16.   When does your organization anticipate being prepared to begin service delivery? What potential barriers to beginning and sustaining service delivery do you anticipate, and how will you address those barriers should they arise to ensure a successful project launch and achievement of contracted deliverables?

17.   Will you be leveraging current staff or hiring? If assigning current staff to the proposed project, where are they currently based and in what capacity?

18.   What is your existing knowledge of and experience providing services and collaborating with partner organizations within the City of Petaluma and County of Sonoma?

19.   Please complete the following Project Timeline Template:

Project Milestone	Date	Key Activities Required to Achieve Milestone (and Project Team Member/s Responsible)
a) Execution of service agreement with City of Petaluma		
b) Recruit or assign project staff		
c) Onboard and train project staff		
d) Establish data tracking and reporting system		
e) Begin service delivery		
f) Begin data tracking		
g) Achieve first project outcomes		
h) Initial project evaluation report		

Project Budget Narrative *(Maximum 2 pages)* **– 15 Points**

20. Provide a narrative summary of your request as represented in the required Project Budget Form. Include a listing of each staff position with total FTE assigned to the project. Provide a brief justification for each non-staff expense.

21. Describe resources other than City of Petaluma funding that will be leveraged to ensure project success, and whether those sources are committed or pending. If sources are pending, when do you anticipate confirmation of award or denial?

22. Describe your systems and processes for ensuring efficient and cost-effective use of awarded funds according to contractual requirements.

APPLICATION CHECKLIST

Note: All Components Required
- ☐ 1. Application Cover Sheet
- ☐ 2. Completed Responses to all Narrative Questions
- ☐ 3. Project Budget
- ☐ 4. Organization Budget FY22-23
- ☐ 5. Organization Staffing Chart
- ☐ 6. Project Staffing Chart o Project Timeline
- ☐ 7. 501c3 Documentation
- ☐ 8. Most Recent Annual Report
- ☐ 9. Most Recent Audited Financials

APPLICATION BUDGET

ALL BUDGET DETAIL TO BE PROVIDED THROUGH CITY DATA SERVICES PORTAL

CITY OF PETALUMA 2022 HOMELESS SERVICES RFP - PROJECT BUDGET

Organization:
Project Title:
Budget Period:

A. Project Staff Salary and Benefits

Name	Title	Base Salary	FTE %	1 Year Budget Total	Requested - City of Petaluma	Other Sources - Committed	Other Sources - Pending
				$ -			
				$ -			
				$ -			
				$ -			
				$ -			
				$ -			
				$ -			
				$ -			
				$ -			
		Total Salary		$ -			
		Total Benefits (____%)		$ -			
		Total Salary and Benefits		$ -			

B. Project Operating Costs

Expense Name	Description	1 Year Budget Total	Requested - City of Petaluma	Other Sources - Committed	Other Sources - Pending
Supplies					
Equipment					
Communications					
Meetings					
Travel					
Insurance					
Other					
Other					
Other					
Other					
Other					
Total Project Operating Costs		$ -	$ -	$ -	$ -

C. Indirect Costs

		1 Year Budget Total	Requested - City of Petaluma	Other Sources - Committed	Other Sources - Pending
	Subtotal A+B	$ -	$ -	$ -	$ -
	Indirect Rate(%)	0%	0%	0%	0%
	Total Indirect Costs	$ -	$ -	$ -	$ -

D. TOTAL BUDGET

		1 Year Budget Total	Requested - City of Petaluma	Other Sources - Committed	Other Sources - Pending
	TOTAL BUDGET	$ -	$ -	$ -	$ -

ATTACHMENT B:

CITY OF PETALUMA PATHWAYS TO HOUSING OVERVIEW

(from City of Petaluma Strategic Plan to End Homelessness Approved 6/20/22)

STEP:
A Template for a More Connected System of Care

STEP is an example of how to think about a more effectively coordinated system of care.

S – Systems: The conditions that are making it more likely for a personal crisis to result in homelessness

T – Triage: Creating a crisis response system that can quickly prevent and divert people from homelessness

E – Engagement: Having a clear process for identifying and coordinating care for people who are currently homeless

P – Placements: Orienting every point of engagement towards permanent (or temporary then permanent) housing
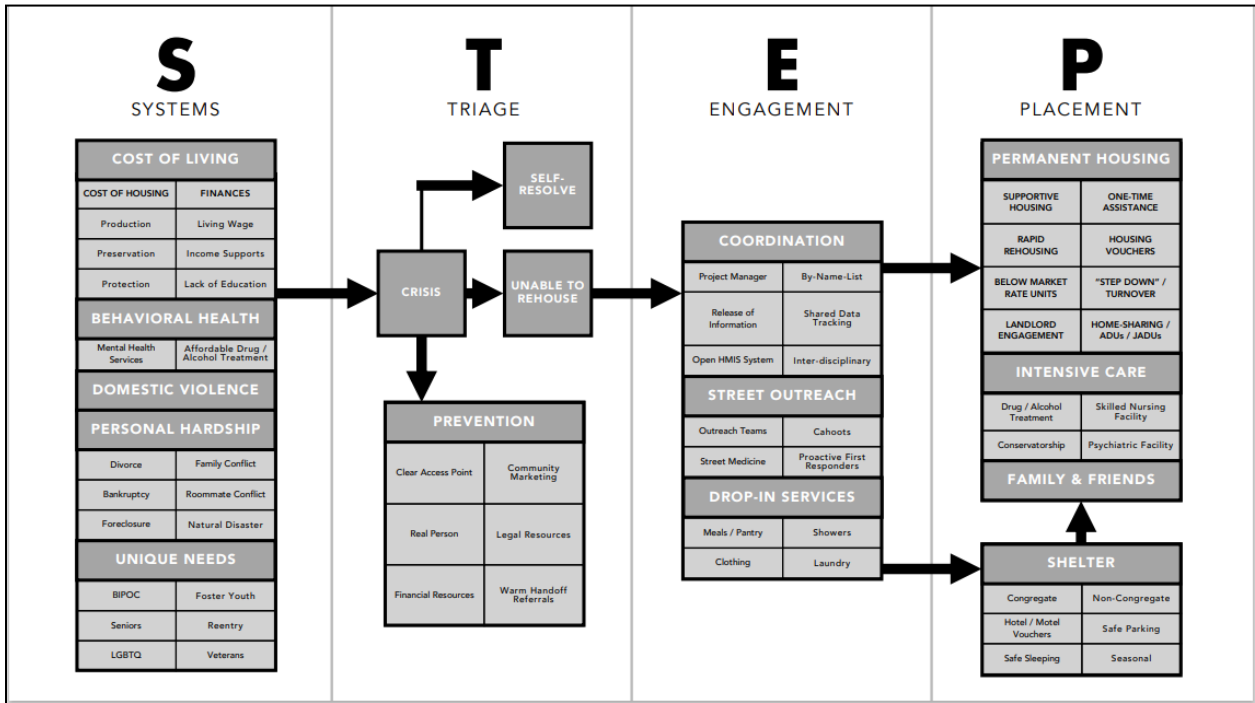
ATTACHMENT C:
Instructions for Completing City of Petaluma Homeless Services Grant Application in City Data Services (CDS)

1.   Go to the Website: http://citydataservices.net/

If you are a New City of Petaluma service provider/agency and new to using City Data Services, enter Log In: **PET2023** and Password: **PET2023** (The login and password are Case Sensitive, so capitalize the "PET.")

Existing City of Petaluma service provider agencies, use your same City Data Services log in and password that you have been using and go to #5 in these directions. Applicants will go to https://www.citydataservices.net/. There they will use "PET2023" as the username and password. This will take them to a page where they will enter their information, and then be given their own unique login
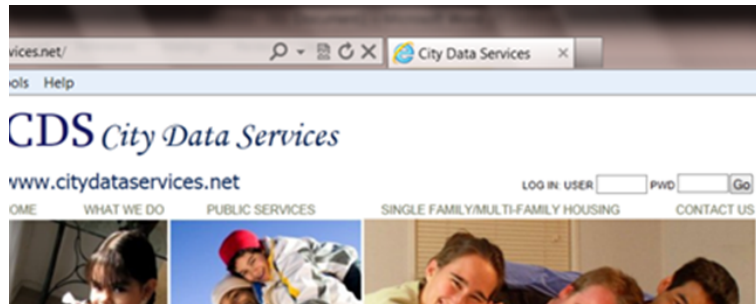
2.   **New agencies, complete information to Request an Account.**

3. **A screen with a new user ID and password will appear. Make sure to write the information down for future reference. Also, an email with your log in and password will be sent to the Contact email address that you entered in step 2.**

There is only one (1) log in per agency, so share with persons that need to access this site. Click on the link to return to the main login screen and apply for Homeless Services 2023 Funding.
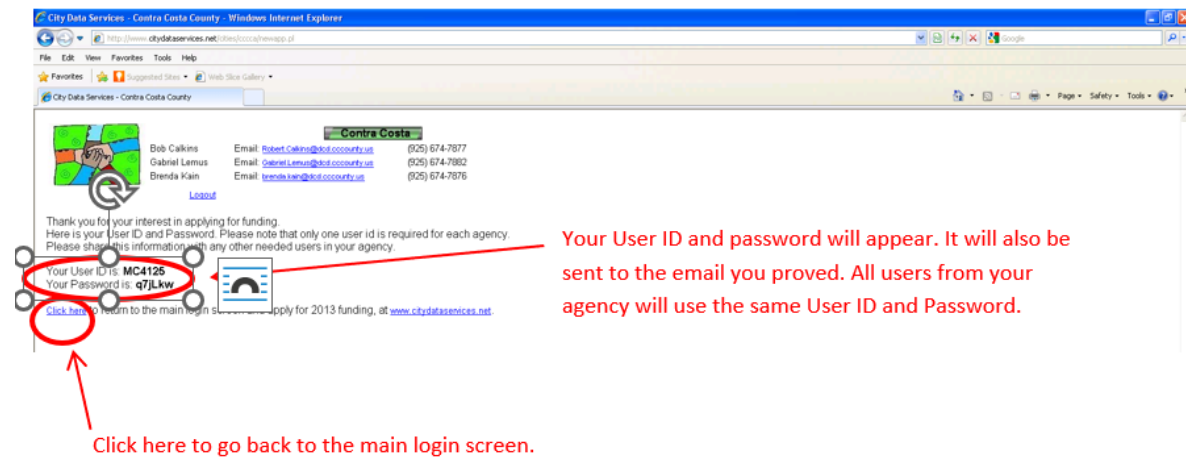
4. **New agencies, enter your new Log In and Password into Log In screen.**