

We will get started shortly. In the meantime, please go to:

[tinyurl.com/HSGPRFP](https://tinyurl.com/HSGPRFP)

If you'd like to follow along as we go through the RFP.

The screenshot displays the OPENGOV Procurement interface. At the top, there is a blue header with the OPENGOV logo and 'PROCUREMENT' text, along with 'Sign Up' and 'Login' links. Below the header, there are links for 'Visit Help Center' and 'City of Santa Monica Portal'. The main content area features a project card for the '2023-27 Human Services Grants Program'. The card includes a logo, project details such as 'Request For Proposal', 'Community Services Department', and 'Project ID: 336'. It also lists the 'Release Date' (Wednesday, September 28, 2022) and 'Due Date' (Wednesday, January 18, 2023 3:00pm). A green 'OPEN' button is visible, along with 'Draft Response' and 'No Bid' buttons. A 'Time Remaining' indicator shows '105 days, 20 hours, 18 minutes'. Below the project card, there are tabs for 'Project Documents', 'Downloads', 'Addenda & Notices', 'Question & Answer', and 'Followers'. The 'Project Documents' tab is active, showing a list of documents: '1. Introduction', '2. Scope of Work', '3. Vendor Questionnaire', and '4. Evaluation Criteria'. A yellow notification banner states: 'To respond to this project, please click the "Draft Response" button above.' A 'Post Information' box provides details: 'Posted At: Wed, Sep 28, 2022 6:30 AM', 'Sealed Bid Process: Yes (Bids Sealed / Pricing Sealed)', and 'Private Bid: No'. A chat icon is located in the bottom right corner.



# **2023-2027 Human Services Grants Program Request for Proposals Bidder's Workshop**

October 25, 2022

# HSGP RFP on OPENGOV: [tinyurl.com/HSGPRFP](https://tinyurl.com/HSGPRFP)



OPEN


## 2023-27 Human Services Grants Program

[Follow](#)

 Request For Proposal  Community Services Department  95200, 95201, 95205, 95206, 95207... [show all](#)

**Project ID:** 336

**Release Date:** Wednesday, September 28, 2022 · **Due Date:** Wednesday, January 18, 2023 3:00pm

 Posted  Wednesday, September 28, 2022 6:30am

*All dates & times in Pacific Time*



[Draft Response](#)

[No Bid](#)

*Time Remaining: 105 days, 20 hours, 18 minutes*

Project Documents

Downloads

Addenda & Notices

Question & Answer

Followers

1. Introduction

2. Scope of Work

3. Vendor Questionnaire

4. Evaluation Criteria

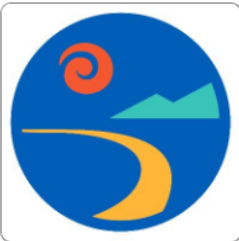
 To respond to this project, please click the "Draft Response" button above.

### Post Information

**Posted At:** Wed, Sep 28, 2022 6:30 AM  
**Sealed Bid Process:** Yes (Bids Sealed / Pricing Sealed)  
**Private Bid:** No



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OPEN

## 2023-27 Human Services Grants Program

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# Agenda



- HSGP Overview
- RFP Components
  - Agency Eligibility
  - SMPP
  - Evaluation Framework
  - Vendor Questionnaire
- Required Documents
- Scoring & Awards Process
- RFP Timeline
- Q&A

# Agenda



## HSGP Overview

RFP Components

Required Documents

Scoring & Awards Process

RFP Timeline

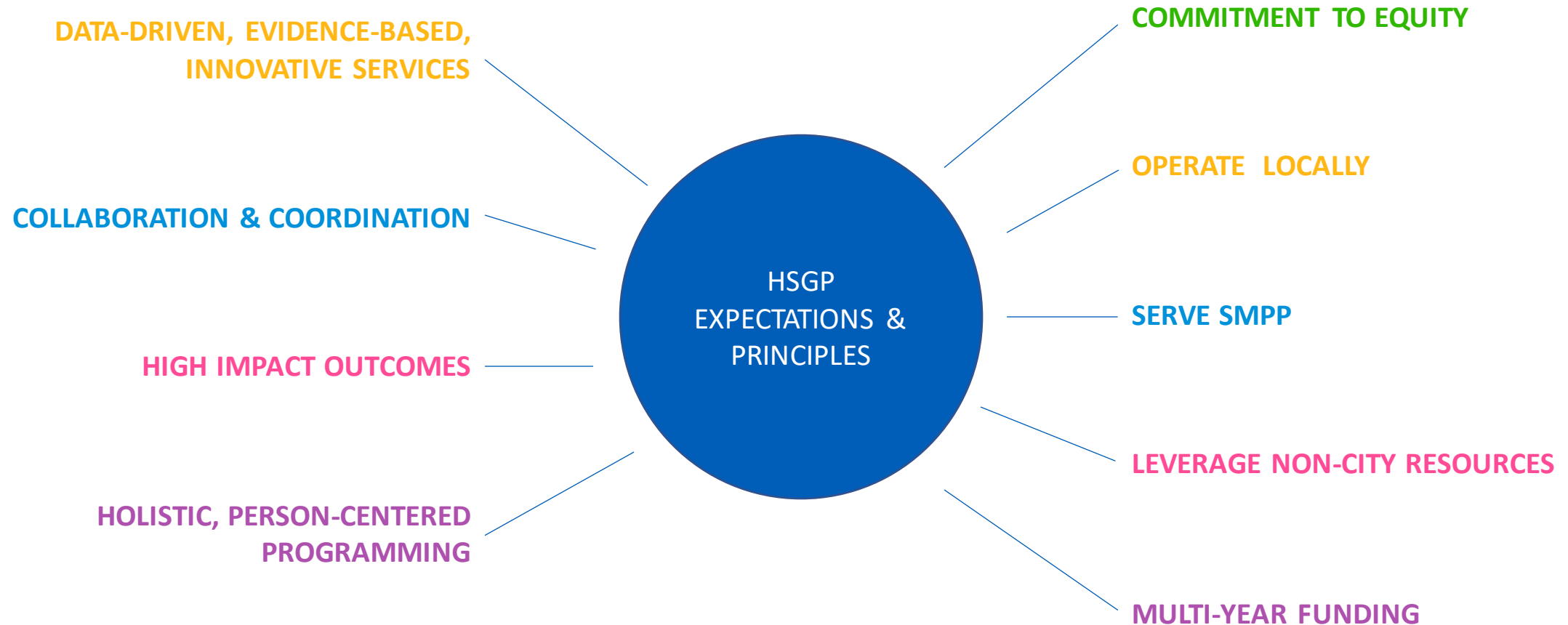
Q&A

# HSGP Overview



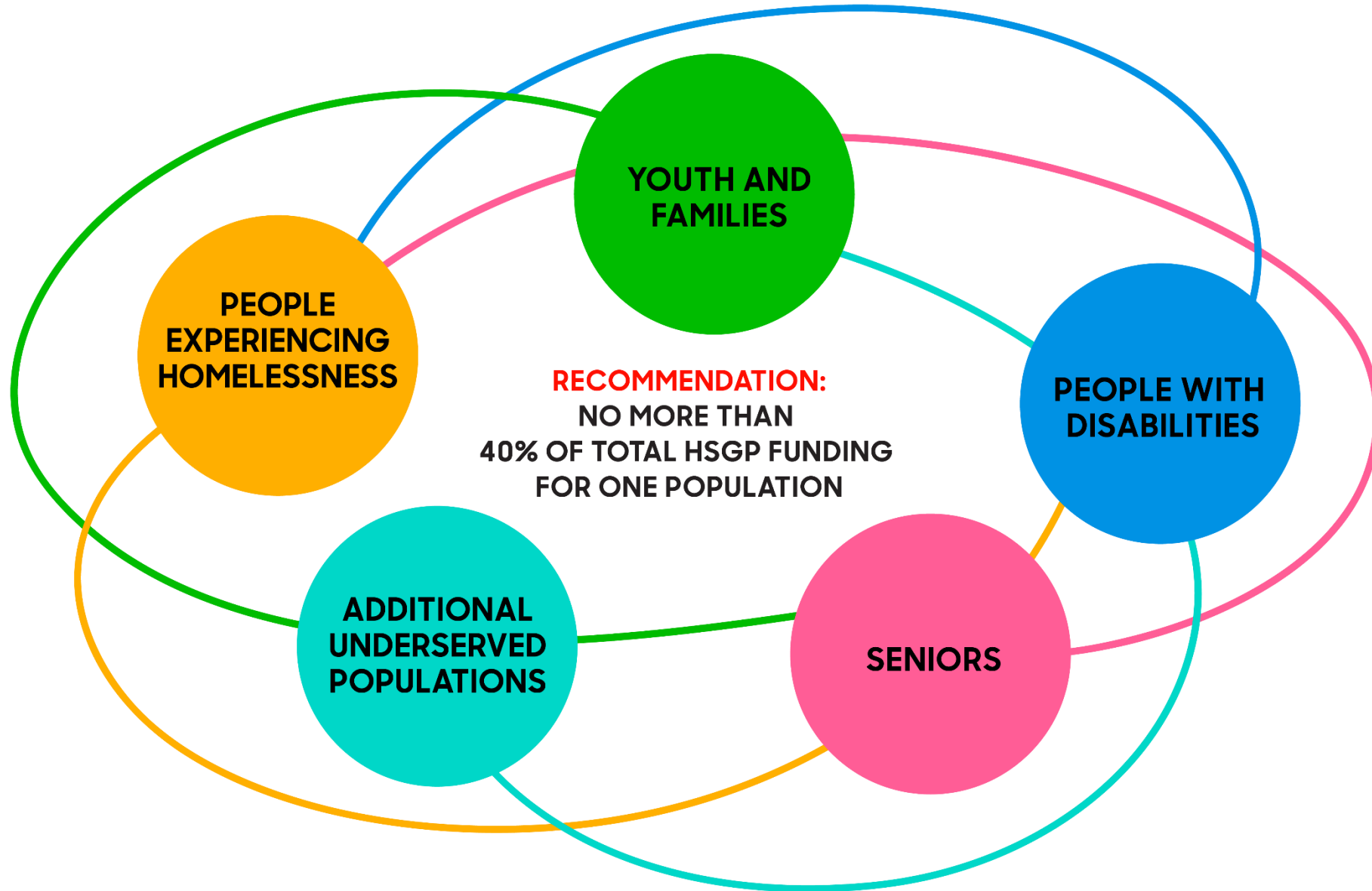
- Approximately **\$8 million annually**
- Serve **vulnerable, low-income residents**, including youth & families, seniors, people with disabilities, and people experiencing homelessness
- Responsive to **changing community needs**

# Program Expectations & Guiding Principles





# Balanced Portfolio



# Agenda



HSGP Overview

## RFP Components

Agency Eligibility

SMPP

Evaluation Framework

Vendor Questionnaire

# Agency Eligibility Requirements



**Be a non-profit organization or hospital/educational institution with a governing board**



**Have a location in Santa Monica or provide a planned service delivery model to support SMPP**



**Meet administrative and fiscal capacity requirements (30% Cash Match, Proof of Good Standing, etc.)**

# Agenda



HSGP Overview

## RFP Components

Agency Eligibility

### SMPP

Evaluation Framework

Vendor Questionnaire



# RFP Components- SMPP

**A Santa Monica Program Participant (SMPP) is a(n):**



**OR**



# Agenda



HSGP Overview

## RFP Components

Agency Eligibility

SMPP

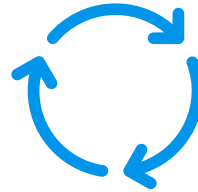
## Evaluation Framework

Vendor Questionnaire

## Program Evaluation...



**Assess change in the lives of participants and the community**

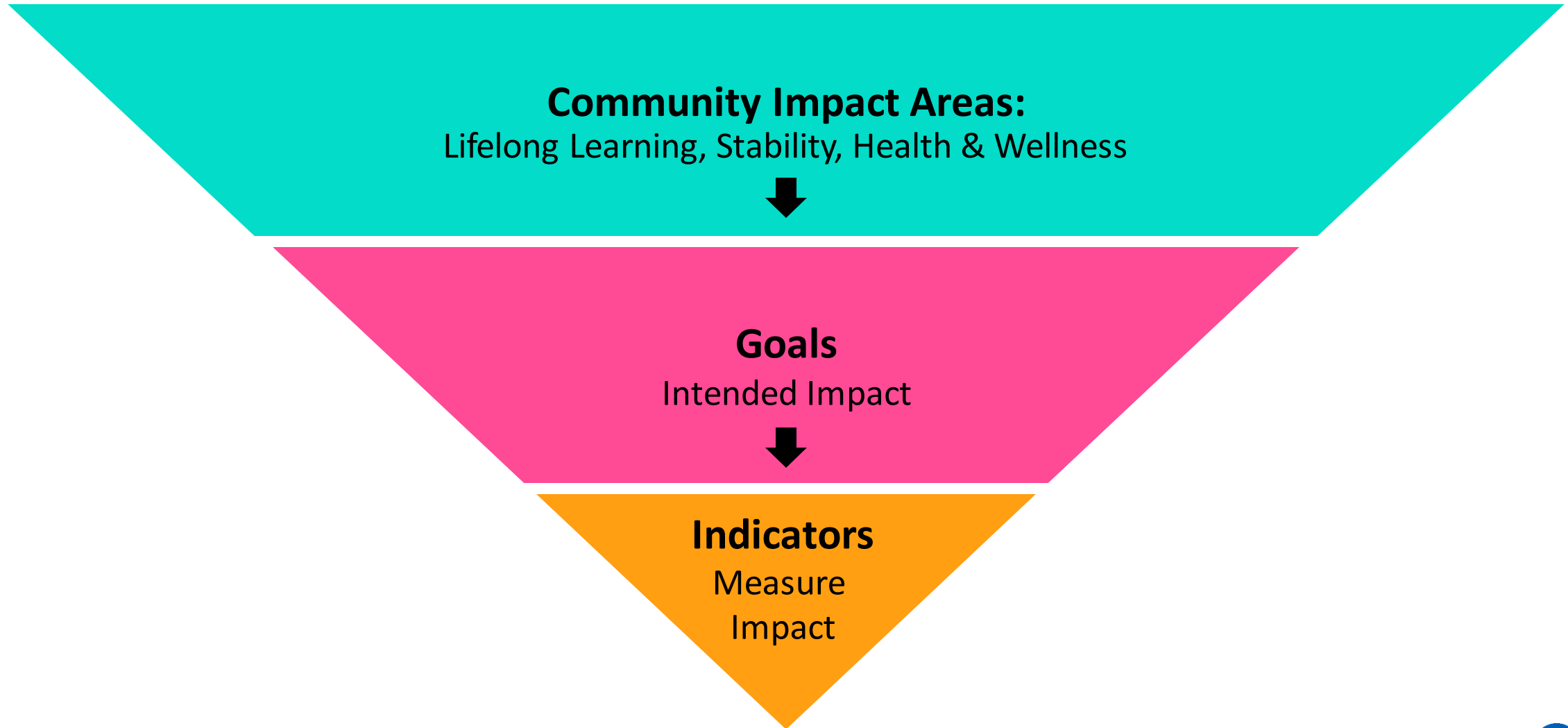


**Inform program planning and decision making**



**Reflect community priorities**

# Evaluation Framework





# Community Impact Areas

## Lifelong Learning



Residents have access to and succeed in education and training

## Stability



Residents are socially and economically secure

## Health & Wellness



Residents are physically, mentally, and emotionally healthy

# Goals

## Lifelong Learning

Improve:

- Academic transitions from pre-k through college
- School experience
- Child care and early learning access

Increase:

- Access to adult and community education

## Stability

Increase

- Number of households that maintain stable, quality housing
- Access to interim & permanent housing
- Economic wellbeing
- Parent/caregiver support
- Access to affordable transportation

## Health & Wellness

Improve:

- Behavioral health
- Physical health
- Food security
- Connections between residents and their community

# Indicators

## Outputs

Number of activities  
or services provided

## Outcomes

Short, medium, or  
long-term impacts on  
participants' lives

# Lifelong Learning

Community Impact Area			
Lifelong Learning			
<i>Santa Monica residents have access to and succeed in education and training.</i>			
Goals			
A	B	D	E
Improve key academic transitions from pre-k through college	Improve school experience	Improve child care and early learning access	Increase adult and community education
EXAMPLE Indicators - To be achieved by participants with an identified need by end of program year (these are examples, applicants can propose their own indicators)			
A	B	D	E
% of students who earn a GED/diploma	% of students who improve attendance	#/% of students who receive tuition assistance	% of participants who earn a degree or certificate
% of students who graduate from high school	% of participants able to access school-based mental health services	# of outreach activities to potential qualified caregivers	#/% of participants who access education enrichment programs
% of students who attend transition support groups	% of students who experience a decrease in disciplinary actions	% of parents/caregivers able to work or attend school	
% of students who transfer to a four-year university	% of students with improved GPAs/grades		



# Stability

Community Impact Area				
Stability				
<i>Santa Monica residents are socially and economically secure.</i>				
Goals				
A	B	C	D	E
Increase the number of vulnerable households who receive appropriate supports to maintain stable, quality housing	Increase the number of vulnerable households who access interim and permanent housing solutions	Increase economic wellbeing	Increase parent/caregiver support	Increase access to affordable transportation
EXAMPLE Indicators - To be achieved by participants with an identified need by end of program year (these are examples, applicants can propose their own indicators)				
A	B	D	E	F
# of successful eviction preventions	% of unhoused participants who obtain interim housing	% of participants who retain or increase employment	# of parent/caregiver education classes attended	#/% of participants utilizing transportation assistance programs (e.g., LIFE, MODE, etc.)
% of households who maintain their permanent housing through the program year	% of unhoused participants who obtain permanent housing	% of parents/caregivers able to work or attend school	% of parents/caregivers who report improved relationships with child(ren)	# of rides provided by transportation assistance programs (e.g., LIFE,MODE, etc.)
# of households who receive services that improve accessibility of their unit and allow them to remain in their home	% of participants who complete applications for subsidized/affordable housing	% of participants who increase or maintain their income (through benefits, employment, or financial literacy)	% of families successfully linked to services	# of transportation passes provided
% of households connected to new community-based supportive services	% of unhoused participants who are added to the County Coordinated Entry System (CES) community queue	% of participants who complete job-readiness/career counseling programs/services		

# Health & Wellness

Community Impact Area			
Health & Wellness			
<i>Santa Monica residents are physically, mentally, and emotionally healthy.</i>			
Goals			
A	B	C	D
Improve behavioral health	Improve physical health	Improve food security	Improve connections between Santa Monica residents and their community
EXAMPLE Indicators - To be achieved by participants with an identified need by end of program year (these are examples, applicants can propose their own indicators)			
A	B	C	D
% of participants who actively engage in mental health or substance use disorder services	% of participants who show improved mobility	# of pounds of food distributed to community	# participants who receive assistance to access needed technology
% of participants who show improvement on evidence-based assessment tool	% of participants/households enrolled in medical insurance	# of participants who access food pantries	#/% of MODE members who utilize the LYFT app
% of participants who receive behavioral health care system navigation assistance	% of participants who receive medical care	# of meals delivered	# of participants connected to new community-based programming
% of participants appropriately linked to behavioral health services	% of participants who report decreased ER visits for physical complaints (e.g., shortness of breath, chest pain)	# of meals served	% of participants who show improvement in social support/community connections on evidence-based assessment tools

# Program Evaluation Example

**Example  
HSGP Applicant:**  
Snorkeling for  
Seniors!



# Program Evaluation Example



## Community Impact Area

Health and Wellness



## Goal

Improve physical health



## Indicators

Output: 50 participants receive snorkeling lessons  
Outcome: 75% of participants show improved mobility





# Agenda



HSGP Overview

## RFP Components

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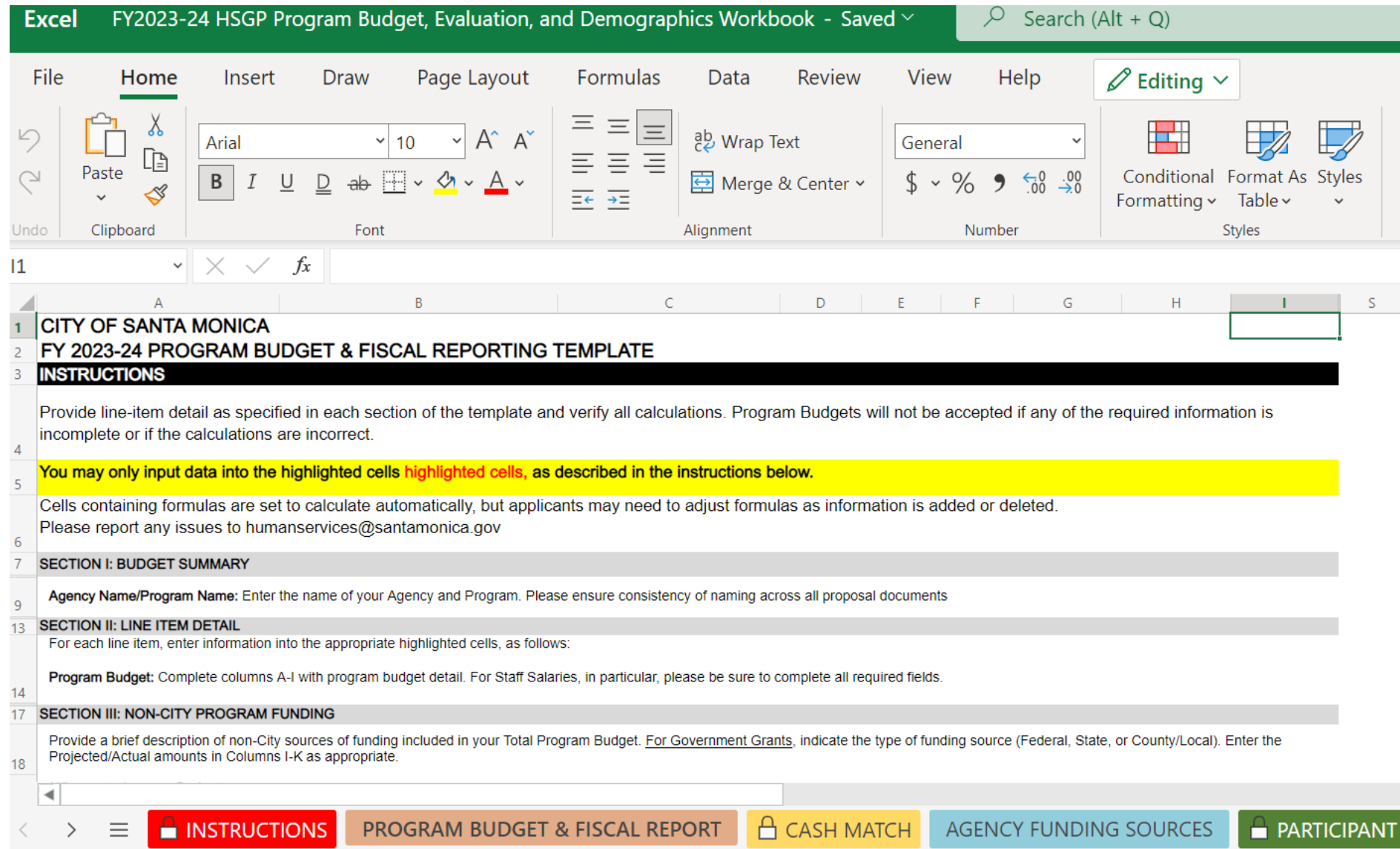
Vendor Questionnaire

# Vendor Questionnaire

1. Cover Page
2. Proposed Program Plan
3. Job Descriptions for Program Staff
4. Program Budget, Evaluation & Demographics Excel Workbook
5. Eligibility Documentation
6. Other Supporting Documentation
7. Additional Documentation

Access the Vendor  
Questionnaire at:  
[tinyurl.com/HSGPVQ](https://tinyurl.com/HSGPVQ)

# Budget, Demographics & Evaluation Workbook



Excel FY2023-24 HSGP Program Budget, Evaluation, and Demographics Workbook - Saved

File Home Insert Draw Page Layout Formulas Data Review View Help

Clipboard Font Paragraph Alignment Number Styles

11

1 CITY OF SANTA MONICA

2 FY 2023-24 PROGRAM BUDGET & FISCAL REPORTING TEMPLATE

3 INSTRUCTIONS

4 Provide line-item detail as specified in each section of the template and verify all calculations. Program Budgets will not be accepted if any of the required information is incomplete or if the calculations are incorrect.

5 You may only input data into the highlighted cells highlighted cells, as described in the instructions below.

6 Cells containing formulas are set to calculate automatically, but applicants may need to adjust formulas as information is added or deleted. Please report any issues to humanservices@santamonica.gov

7 SECTION I: BUDGET SUMMARY

9 Agency Name/Program Name: Enter the name of your Agency and Program. Please ensure consistency of naming across all proposal documents

13 SECTION II: LINE ITEM DETAIL

14 For each line item, enter information into the appropriate highlighted cells, as follows:

14 Program Budget: Complete columns A-I with program budget detail. For Staff Salaries, in particular, please be sure to complete all required fields.

17 SECTION III: NON-CITY PROGRAM FUNDING

18 Provide a brief description of non-City sources of funding included in your Total Program Budget. For Government Grants, indicate the type of funding source (Federal, State, or County/Local). Enter the Projected/Actual amounts in Columns I-K as appropriate.

INSTRUCTIONS PROGRAM BUDGET & FISCAL REPORT CASH MATCH AGENCY FUNDING SOURCES PARTICIPANT

# Agenda



HSGP Overview

RFP Components

## Required Documents

Scoring & Awards Process

RFP Timeline

Q&A

# Eligibility Documentation

Agencies must submit these documents to apply:

1. IRS Determination Letter
2. Proof of Good Standing

*REGISTER NOW if you have not already at: <https://www.sos.ca.gov/business-programs/bizfile/order-online>*

3. Board Rosters
4. Physical location in Santa Monica OR a description of plan to provide services to SMPP in Santa Monica



# Other Supporting Documentation

Agencies will be scored on the following documents:

1. Organizational Chart
2. Policies and Procedures
3. Audited Financial Statements for the 3 most recent fiscal years
4. Program Monitoring Reports from agency's largest funder for last 2 years
5. Complete Program Participant Intake Packet, if applicable
6. Documentation of service partnerships and integration (MOUS, etc)
7. Federal approval of indirect cost rate
8. Up to 3 testimonials or letters of support from program participants (OPTIONAL)

# Additional Documentation

Agencies must submit these administrative documents:

1. Living Wage/Oaks Disclosure Form
2. Non-Discrimination Policy
3. Santa Monica Business License- see who needs a license section in RFP
4. RFP Addenda- check a box that received
5. Notice Regarding Disclosure of Documents- check a box that received

# Agenda



HSGP Overview

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**Scoring & Awards Process**

RFP Timeline

Q&A

# Scoring and Awards



Review Panel scores proposals



Independent facilitator manages proposal evaluation process



Council makes final funding awards June 2023

# Application Scoring



Program	100
Fiscal	50
<b>Total</b>	<b>150</b>



# Program Scoring Components



Program summary	30
Proposed evaluation	20
Past performance & organizational capacity	50
<b>PROGRAM TOTAL</b>	<b>100</b>

# Fiscal Scoring Components



Program budget	30
Audited financials	10
Historical financial performance	10
<b>FISCAL TOTAL</b>	<b>50</b>

# Agenda



HSGP Overview

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Scoring & Awards Process

**RFP Timeline**

Q&A

# RFP Timeline

**November 30, 2022 (3pm):** Question Submission Deadline

**December 8, 2022 (5pm):** Question Response Deadline

**DO NOT EMAIL CITY STAFF OR HUMAN SERVICES MAILBOX**

**January 18, 2023 (3pm):** Proposals Due

**Winter 2022/23:** City begins review process

**Spring 2023:** Share funding recommendations with City Council

**June 2023:** Make final funding awards as part of biennial budget adoption

**July 1, 2023:** Begin new funding cycle



# Agenda



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# Questions

