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REQUESTS FOR QUALIFICATIONS

For a Property Manager and/or Service Provider for a Homekey+ Permanent Supportive Housing Development in the County of Ventura

The County of Ventura (“County”) is pleased to release this Request for Qualifications (“RFQ”) for a Property Manager and/or Service Provider from qualified partners (“Responder(s)”) interested in collaborating with the County on one or more State of California Homekey+ projects to provide permanent housing for individuals with mental health or substance use disorders who are at-risk of, or experiencing, homelessness (the “Target Population”). Funding set-asides under the Homekey+ program focused on providing permanent housing for veterans and youth are included as part of the State of California Department of Housing and Community Development’s (“HCD”) Homekey+ Notice of Funding Availability (“NOFA”).

Overview of Homekey+

Proposition 1, passed by California voters in March of 2024, is a critical step in advancing the state’s goals to reduce homelessness and protect our most vulnerable populations through important changes to the Mental Health Services Act (MHSA). Proposition 1 includes the Behavioral Health Services Act (BHSA) and the Behavioral Health Infrastructure Bond Act (BHIBA). Homekey+ is the Permanent Supportive Housing component of the BHIBA. Additional funds for Homekey+ are available from the Homeless Housing Assistance, and Prevention (HHAP) Homekey+ Supplemental funding, made available in the 2023-24 and 2024-25 state budgets.

Responders should carefully review Homekey+ program materials. Information about Homekey+ and the Homekey+ program is available at HCD’s Homekey+ website, located at: [Homekey+ | California Department of Housing and Community Development](#).

Authorizing legislation and Applicable Law for the Homekey+ program is set forth in Section 101 of the NOFA.

Background Information/Scope of Work

The County is currently evaluating County-owned properties to identify one or more sites upon which Manufactured or Factory Built Homekey+ projects could be constructed. Concurrently, the County is seeking qualified Responders under this RFQ to provide one or more of the following Scopes of Work:

1. Property Management. Responsibilities include, but are not limited to:
 - a. Undertaking all day-to-day property management functions related to the management of permanent supportive housing; hiring and supervising property management staff; screening applicants; entering into leases; collecting rents; maintaining real property; handling tenant complaints; paying all necessary operating expenses; arranging for necessary repairs; and entering into and managing contracts with necessary vendors.
 - b. All property management activities must be undertaken in accordance with the principles of Housing First and the goal of maintaining tenancy whenever possible.
 - c. All units shall be filled with referrals from the County's Coordinated Entry System.
2. Services
 - a. Undertaking the provision of all supportive services set forth in Section 302 of the NOFA, including hiring and supervising staff and providing for direct services. Services. Section 302 of the NOFA is described in more detail in Exhibit 1 of this RFQ.
 - b. All services must be undertaken in accordance with the principles of Housing First.
 - c. Service providers must agree to utilizing the County's Coordinated Entry System and Homeless Management Information System.

The County is simultaneously releasing a separate RFQ seeking a Developer to construct Manufactured or Factory Built permanent supportive housing on selected site(s). One site has been identified which could provide between 35-50 units; however other sites may be added or substituted at the County's discretion. **Responders may provide a response to this RFQ seeking to serve as a Property Manager, Service Provider, or both.** Additionally, Responders may concurrently respond to the Request for Qualifications for a Developer.

Upon identification of suitable site(s) and Developer(s), the County will proceed with an application to HCD for Homekey+ funding to develop the site(s). It is the County's intent to have completed selection of Property Manager(s) and Service Provider(s) in time to include these entities with its Homekey+ application, to the extent possible. Upon selection of Property Manager(s), Service Provider(s), and Developer(s), project teams will be created to undertake the development, management and services at one or more Homekey+ sites.

Homekey+ Timeline

HCD has set forth the following timeline for Homekey+ (Section 102 of the NOFA):

- NOFA Release – November 26, 2024
- Stakeholder Webinar – January 22, 2025
- Application Release – January 30, 2025
- Final Application Due Date, Gap Financing: April 3, 2025
- Final Application Due Date, All Other Projects: May 30, 2025, or until funds are exhausted, whichever occurs first.
- Award Announcements: continuous, expected to begin June 2025

RFQ Timeline

The proposed timeline for initial review of responses is as follows:

- **Date of RFQ Release:** February 10, 2025
- **RFQ Submissions Due:** February 25, 2025 no later than 11:59 p.m. Interviews with Responders may be requested in late February or early March.

Submission Requirements

The following information shall be submitted to the County. If other information is available that would demonstrate the ability of a Responder to undertake this work, Responders are welcome to submit it for consideration.

1. All Responders shall submit the following information:
 - a. Name of entity(ies) submitting this Response and any Co-Responders, with roles clearly identified (e.g., property manager, services provider, etc.). All known Co-Responders must be disclosed.
 - b. Primary contact person(s) for each proposed Responder/co-Responder, including mailing addresses, email addresses, and phone numbers.
 - c. Organizational mission statement(s).
 - d. Company ownership of each entity submitting this Response. If incorporated, the state in which the company is incorporated and the date of incorporation. Corporations, limited liability companies, or limited partnerships must submit documentation that they are registered and active with the California Secretary of State.
 - e. Names, titles, and resumes of Executive Director, Chief Financial Officer, Director of Property Management, Director of Services, and any other relevant staff members.
 - f. A description of all other Homekey+ applications any of the co-Responders are contemplating state-wide.
 - g. Explanation of the Responder's capacity to undertake the Scope of Work, including staffing, capital, assets, and all other necessary resources needed.
 - h. Complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves

Responders/Co-Responders or in which any Responder/Co-Responder has been judged guilty or liable within the last five (5) years.

If there is no information to disclose, then each Responder/Co-Responder must affirmatively state that there is no negative history.

- i. Certification from the Responder and all Co-Responders stating they have reviewed the Homekey+ NOFA, and related documents located on HCD's website ([Homekey+ | California Department of Housing and Community Development](#)) and are prepared to comply with all Homekey+ requirements.
2. Responders seeking to be considered as a Property Manager shall submit all of the following:
 - a. Real Estate Broker License number issued by the California Department of Real Estate.
 - b. Description of any property management certifications received.
 - c. Documentation of Responder's experience as required in Section 300(xix)(a) of the NOFA, including:
 - i. Management/operation of a project similar in scope and size to the Project; or
 - ii. Management/operation of at least two affordable rental housing projects in the last ten (10) years, with at least one of the projects containing at least one unit of housing with a tenant who qualifies as a member of the Homekey+ Target Population.
 - d. Listing of all affordable and Permanent Supportive Housing Projects managed within the last ten (10) years, including the name, location, funding, number of units dedicated to PSH, and description of any special populations served.
 - e. Staffing levels expressed as Full Time Equivalent (FTE) provided at each site (including property management, maintenance and any other management related staff specialty assigned to the property).
 - f. Estimated budget, including all necessary costs, to provide property management. Costs may be provided on a per unit basis, or two budgets may be submitted, assuming 35 units and 50 units. Final budgets will be negotiated based upon the final selected sites and number of units to be developed.
 - g. Property Management and Tenant Selection Policies, consistent with Housing first and Section 302(ii) of the NOFA, or a sample of similar policies for other properties.
 3. Responders seeking to be considered as a Services Provider shall submit all of the following:
 - a. Identification of the Lead Service Provider responsible for coordinating all Homekey+ required services as well as any other services partners identified to support the Target Population. Responses should include how the project will link and leverage Behavioral Health services needed for the Target population. While a full Services Plan as described in Section 302 of the NOFA is not required to be

submitted with this response, the matrix included in Exhibit “1” should be completed with the best information available, including any known gaps.

- b. Estimated budget, including all necessary costs, to provide identified supportive services. Costs may be provided on a per unit basis, or two budgets may be submitted, assuming 35 units and 50 units. Final budgets will be negotiated based upon the final selected sites and number of units to be developed.
 - c. Request for the County Behavioral Health Department to offer commitments for field based behavioral health and substance use disorder services, if desired. If not, please identify a proposed services provider qualified to offer these services.
 - d. Recent system reforms have identified some supportive services as eligible costs under the CalAIM MediCal Expansion. The Lead Services Provider and other Services Providers are strongly encouraged to set forth a commitment to leverage eligible services funding through CalAIM to ensure that they are leveraging all available funding for services before requesting additional support from the County.
 - e. Narrative description of the Responder’s experience with Housing First, the County (or, if no experience in Ventura County, another jurisdiction’s) Coordinated Entry System and the Homeless Management Information System (HMIS).
 - f. Confirmation that the provider agrees to fill units through the County’s Coordinated Entry System, Pathways to Home, or a narrative description of what other referral system will be used and why Pathways to Home is not being utilized.
4. Responders seeking to be considered as both a Property Manager and a Services Provider shall submit all information requested in Sections (2) and (3) above.

Please submit your Response using a numbered list corresponding to the above requests to assist the County in its evaluation.

Responses must be submitted via e-mail to: Kimberlee Albers, Homelessness Solutions Director and Tracy McAulay, Housing Solutions Director, at Kimberlee.albers@ventura.org and tracy.mcaulay@ventura.org no later than 11:59 p.m. on Tuesday, February 25, 2025. The following County staff should be included in the cc line: Sara.Sanchez@ventura.org.

Questions pertaining to this Request for Qualifications must be directed to Kimberlee Albers and Tracy McAulay at the email addresses listed above. No phone inquiries will be permitted.

The County is not obligated to enter into any formal agreement with any Property Manager and/or Service Provider that is selected under this RFQ if an award of Homekey+ funds from HCD is not received.

Evaluation

The Target Population of the Homekey+ NOFA consists of persons at risk of, or experiencing, homelessness and who are experiencing a mental health or substance use disorders. Responses

will be evaluated in partnership between the County Executive Office and the County of Ventura Behavioral Health Department, and other such entities as the County may determine.

As Homekey+ is generally an over-the-counter process, time is of the essence in responding to HCD's Homekey+ NOFA. All complete submissions received by the deadline will be evaluated competitively against one another by the County. The County reserves the right in its sole discretion to select one or more Responders, depending on the number of sites ultimately identified as potential Homekey+ project sites. The County also reserves the right to not award a contract under this RFQ.

The County will review and, at its sole discretion, select Responders that meet the following criteria:

- Provide complete submissions of all information and documentation requested under this Request for Qualifications for each component for which a Responder wishes to be considered (e.g. Property Manager, Services Provider, or both);
- Demonstrate the necessary experience and capacity to perform the Scope of Work;
- Commit to utilizing the Coordinated Entry System (CES), the Homeless Management Information System (HMIS);
- Demonstrate cost reasonableness, and for Responders to the Services scope of work, fully commit to working to leverage CalAIM funding for eligible services.

County staff will confirm receipt of each response received and may request additional information as necessary to fully evaluate each submission.

Exhibit 1
Preliminary Identification of Services Providers

Please note that all Services Plan requirements of the NOFA, set forth in Section 302 will need to be met to ensure Homekey+ funded housing is compliant with HCD requirements.

Type of Service (as set forth in the NOFA, Section 302(i)(a)(1) – (24))	Services Provider*	Service Provider Committed to Project? Y/N	Location of Service (on or off-site)	NOFA Citation that Each Service Must Meet	Comments
Lead Services Provider				Section 302(i)(a)(1) and 302(i)(c)	
Case Management				Section 302(i)(a)(2)	
Peer Support				Section 302(i)(a)(3)	
Mental Health Care				Section 302(i)(a)(4)	
Substance Use Services				Section 302(i)(a)(5)	
Support in Linking Clients to Physical Health Care				Section 302(i)(a)(6)	
Benefits Counseling and Advocacy				Section 302(i)(a)(7)	
Veteran Services (for projects with units serving veterans)				Section 302(i)(a)(8)	

Housing Retention Skills Training				Section 302(i)(a)(9)	
Services for Persons with Co-Occurring Mental and Physical Disabilities or Co-Occurring Mental Disorders and Substance Use Disorders not listed above				Section 302(i)(a)(10)	
Recreational and Social Activities				Section 302(i)(a)(11)	
Educational Services				Section 302(i)(a)(12)	
Employment Services				Section 302(i)(a)(13)	
Services Coordination (linking clients to other services including but not limited to legal, food and clothing assistance, etc.)				Section 302(i)(a)(14)	
Property Management				Section 302(i)(a)(15) & 302(i)(c)	
Physical Health Care				Section 302(i)(a)(16)	

Potential Out-Placements				Section 302(i)(a)(17)	
Representative Payee				Section 302(i)(a)(18)	
Legal Assistance				Section 302(i)(a)(19)	
Attendant Care				Section 302(i)(a)(20)	
Adult Day Care				Section 302(i)(a)(21)	
Parenting Education, Childcare, Family Legal and Counseling services including but not limited to family reunification				Section 302(i)(a)(22)	
Financial Counseling				Section 302(i)(a)(23)	
Domestic Violence Support				Section 302(i)(a)(24)	
Services Specific to Youth (youth projects only)				302(i)(c)	

* In this cell, enter the name of any identified service provider(s) who are anticipated to support your project. If a service provider has not been identified, enter "unknown". If the support of the County is requested, enter "County Support Requested".