

CITY OF SANTEE
REQUEST FOR PROPOSALS



CITY MANAGER'S DEPARTMENT

**REQUEST FOR PROPOSALS FOR THE USE OF PERMANENT
LOCAL HOUSING ALLOCATION FORMULA FUNDING FOR
HOMELESS OUTREACH SERVICES AND RESIDENTIAL
ACCESSIBILITY MODIFICATIONS FOR LOWER-INCOME
PROPERTY OWNERS**

**RFP Issued | October 10, 2025
RFP # 25/26 - 40040**

Proposals Due | Wednesday, November 12, 2025, by 3:00 PM

**Estimated Budget (Over 3 Fiscal Year Period)
Homeless Outreach: \$238,335
Accessibility Modifications: \$173,334**



CITY OF SANTEE

REQUEST FOR PROPOSALS FOR THE USE OF PERMANENT LOCAL HOUSING ALLOCATION FORMULA FUNDING FOR HOMELESS OUTREACH SERVICES AND RESIDENTIAL ACCESSIBILITY MODIFICATIONS FOR LOWER-INCOME PROPERTY OWNERS

October 10, 2025

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EXHIBIT 'A' – SAMPLE AGREEMENT

1. OVERVIEW

The City of Santee invites qualified organizations to apply for Permanent Local Housing Allocation (PLHA) funds to support housing related projects and programs that address unmet housing needs in the Santee community. This funding opportunity aligns with the City's PHLA Plan and Housing Element goals. Over the next three fiscal years, up to \$238,335 is available for eligible projects that provide homeless outreach services to assist persons experiencing homelessness in Santee with resources leading to more permanent housing and up to \$173,334 is available for eligible projects that provide accessibility modifications to lower-income owner-occupied housing.

The City's planned disbursement schedule is as follows:

- FY 2025-26: \$229,843
- FY 2026-27: \$115,198
- FY 2027-28: \$88,295

The City anticipates awarding two multi-year agreements, one for each of the two PHLA activities the City has selected to pursue with its PHLA allocation, but reserves the right to award more than two, or none, when to do is, in the City's sole discretion, in the City's best interest.

2. APPLICATION SUBMITTALS

Proposals must be submitted in PDF format by electronic mail to Bill Crane, Senior Management Analyst-Grants Coordinator, bcrane@cityofsanteeca.gov, no later than Wednesday, November 12, 2025, by 3:00 p.m.

The subject line of the email should read **"Response to RFP for the Use of PLHA Funding."**

In lieu of email, proposals may be delivered by mail or hand delivery prior to the submittal deadline to:

City of Santee
Attn: Bill Crane
10601 Magnolia Avenue – Building 3
Santee, CA. 92071-1222

Submittals received after the above time will not be considered. The City reserves the right to reject submittals that do not respond to all requests in this RFP. The submittal must be signed by an individual or individuals authorized to execute legal documents on behalf of the firm.

Contact with City personnel other than Mr. Crane regarding this RFP may be grounds for elimination from the selection process.

3. QUESTIONS AND ADDENDA

Inquiries or requests for clarification about this opportunity must be submitted by email to Mr. Bill Crane, at bcrane@cityofsanteeca.gov, by 3:00 PM on Friday, October 24, 2025. Questions and requests received after that time will be reviewed at City's discretion and may not be considered.

Responses to all questions and notices related to this solicitation will be published on the City’s website (<https://www.cityofsantee.ca.gov/government/finance/purchasing/requests-for-proposals>) no later than Friday, October 31st. Applicants are expected to check the website to confirm that all proposals are responsive to the most recent and best available information at the time of submission.

4. APPLICATION TIMELINE

Activity	Deadline
Request for Proposals released	Friday, October 10, 2025
Questions accepted for consideration	Friday, October 24, 2025, by 3:00 p.m.
Addendum, if any, released	Friday, October 31, 2025
Proposal submission deadline	Wednesday, November 12, 2025, by 3:00 p.m.
Evaluation period start	Thursday, November 13, 2025
Interviews at City’s option	Monday, November 24, 2025
Contract award (tentative)	December 10, 2025

5. BACKGROUND

In 2017, Senate Bill 2 created the Building Homes and Jobs Trust Fund and the Permanent Local Housing Allocation (“PLHA”) Program. The Program is funded by money deposited in the Building Homes Jobs Trust Fund, which is generated through a \$75 fee on all recorded real estate transactions in the State of California. The PLHA Program provides a permanent source of funding to cities and counties to address the unmet need for affordable housing and to increase the supply of affordable housing units.

Under the PLHA, funding is provided to formula grants to entitlement jurisdictions based on the formula prescribed under federal law for the Community Development Block Grant (CDBG) program over a five-year funding period, as well as through a competitive grant program to non-entitlement jurisdictions. The City of Santee is a CDBG entitlement jurisdiction and is eligible to receive funding annually.

In 2025, the Department of Housing and Community Development (“HCD”) allocated up to \$433,336 in PHLA Program funds to the City through State of California – Department of General Services Standard Agreement Number 24-PLHA-18631. This allocation covers the last three funding periods of the five-year allocation (FY 2023/24 through FY 2027/28).

Authorized uses of these funds are defined by the Building Homes and Job Act, California Health and Safety Code section 50470(b)(2)(D) and include ten separate activities. The City has selected two of the activities and intends to use its PLHA funding for the following purposes:

- Fifty-five percent of PLHA funding will assist persons who are experiencing homelessness or are at risk of homelessness by providing homeless outreach services in Santee with resources leading to more permanent housing (PLHA Activity # 6).
- Forty percent of the PLHA funding will provide accessibility modifications for lower-income owner-occupied housing, including manufactured homes (PLHA Activity # 7).

In addition, the City will utilize up to no more than five percent (5%) of the allocation for costs related to administration of the PHLA Program.

The City now seeks to allocate these funds to eligible entities with the qualifications and experience necessary to provide the services.

6. ELIGIBLE APPLICANTS

The City may delegate any activity to another entity through a selection process that avoids conflicts of interest and is accessible to the public. Eligible entities are defined by the PHLA Final Guidelines (“Guidelines”) §300(d) to housing developers and program operators and administrative entities as defined in HSC Section 50490(a)(1-3), which includes non-profit organizations.

7. SCOPE OF SERVICES

The City is requesting proposals for two activities, homeless outreach services (Activity 6) and accessibility modifications in lower-income owner-occupied housing (Activity 7). Proposers can submit proposals for one or both services. The scopes of services applicable to each are as follows:

7.1 Homeless Outreach Services (Activity 6)

1. Homeless Outreach Services require assisting persons who are experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing. (A) This Activity may include subawards to Administrative Entities as defined in HSC Section 50490(a)(1-3) that were awarded CESH program or HEAP funds for rental assistance to continue assistance to these households. (B) Applicants must provide rapid rehousing, rental assistance, navigation centers, emergency shelter, and transitional housing activities in a manner consistent with the Housing First practices described in 25 CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC Section 8255(b)(8). An Applicant allocated funds for the new construction, rehabilitation, and preservation of Permanent supportive housing shall incorporate the components of Housing First, as provided in WIC Section 8255, subdivision

2. Provide and manage an outreach worker program to engage and assess the needs of living unsheltered in Santee and connect them with, or provide referrals to, housing services and resources.

3. Provide homeless outreach services throughout Santee including commercial zones, parks, river and tributary bottoms, and other areas within the City’s limits.

4. Work to ensure all military veterans who are found to be among the homeless population in Santee area will be connected as swiftly as is reasonably possible with housing and support services funded through the Veteran’s Administration and other entities proving resources and services for veterans.

5. Provide a monthly report that includes information about the number of contacts made, newly enrolled persons, unique individuals served, and the number of individuals moved

into permanent or temporary housing. This information shall be used to inform strategic decision-making, demonstrate program success, and highlight homelessness service efforts.

6. All homeless outreach services must comply with the State's Housing First principles as defined in Welfare & Institutions Code Section 8255(b).

7.2 Accessibility modifications in lower-income owner-occupied housing (Activity 7)

1. Accessibility modifications are intended to improve the safety and independence of participating homeowners by increasing accessibility and eliminating trip hazards. Such modifications include, but are not limited to wheelchair ramps, handrails, grab bars, flooring repair and/or replacement to eliminate/reduce trip hazards, walk-in baths, and zero curb showers.

2. Create and administer an accessibility program to identify, qualify and verify eligible participants based on the following eligibility criteria:

- a. Must own a single-family residence, condominium, townhome, mobile or manufactured home within the City limits
- b. Must occupy the home
- c. Must qualify for help with the necessary home improvement.
- d. Must meet the required income standards of 60% of annual median income (AMI) for San Diego County (adjusted for household size) as published by the California Department of Housing and Community Development.

2. Collect and retain documentation demonstrating income verification for qualification purposes.

3. Identify the required accessibility modifications, retain and schedule necessary contractors, staff or volunteers, and oversee construction through completion.

8. PROPOSAL FORMAT AND CONTENT REQUIREMENTS

Application proposals should include the following information:

8.1 Title Page and Table of Contents

Proposals should start with a title page that includes the title "**Response to RFP for the Use of PLHA Funding – Activity No. ____**", to clearly identify the activity or activities selected by the applicant, and that provides the firm name; the name, address, telephone number and email address of the contact person; and the date of the proposal.

8.2 Transmittal Letter / Executive Summary

A signed letter of transmittal briefly stating the Proposer's understanding of the work to be done, the commitment to perform the work according to the timeline, a statement why the firm believes itself to be the best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer.

8.3 Proposal Information

This section should demonstrate the qualifications, competence, capacity and resources of the firm seeking to undertake the selected activity in conformity with the requirements of this request for proposals. The substance of proposals will carry more weight than their form or manner of presentation.

While additional data may be presented, the following information must be included:

1. Firm / Staff Qualifications and Experience: Names of the firm's management team and staff and their experience and qualifications in providing the requested services, including previous experience with homeless outreach services and/or accessibility improvement program for owner-occupied residential properties, particularly for other similarly sized jurisdictions. Describe the organization's capacity to perform services or activities, and the personnel to be assigned to these activities.
2. Familiarity / Experience with CDBG or PLHA Program Administration Requirements: Provide a list of other projects undertaken that have been paid for in whole or in part with CDBG or PLHA Program funds and include the name of the agency, description of the engagement, and the name and contact information for the agency point of contact
4. Licensing and Certifications (if any)
5. Project Narrative: Provide a complete description of each activity to be undertaken with PLHA funds during the contract period including the services to be performed and how the activities will address the community need identified in your application, including: :
 - Project goals and activities related to each goal.
 - Timeline for actions
 - How will organization measure the success of the proposed activities
 - Anticipated number of individuals benefiting from homeless outreach services (Activity # 6) and/or accessibility improvements (Activity # 7)
6. Additional Information: Provide any additional information you feel would be applicable or helpful for the evaluation of your proposal.

8.4 Proposed Costs and Other Funding Sources

The proposed costs should contain all pricing information relative to performing the selected activities as described in this request for proposal, including personnel, equipment and supplies, administrative overhead, and any other additional costs. The cost proposal must contain a specific "not to exceed" fixed fee for all direct and indirect costs, including hourly rates for project personnel and all equipment and supplies.

Total All-Inclusive Maximum Price

The total maximum price should be further delineated by components as shown in the following matrix. Firms may have additional services that they offer that were not requested with this RFP. As part of the cost proposal, firms may identify these as optional tasks/services and submit a separate cost.

Required Tasks	FY 2025-26	FY 2026-27	FY 2027-28
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Optional Tasks			
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

9. EVALUATION AND SELECTION PROCESS

Award of a contract, if any, will be to the service provider(s) or individual(s) whose qualifications, experience, and performance plan best demonstrates the ability to provide the services in accordance with PHLA and City standards.

Proposals will be reviewed and evaluated by a committee comprised of City Staff based on the criteria defined below. Following review, Staff may request additional information from one or more applicants, request the opportunity to interview one or more applicants, make a decision based on the written submittals alone, or reject all submittals.

Recommendations for award will be presented to the Santee City Council for approval. If approved, selected applicant(s) will be offered a three-year contract beginning in Fiscal Year 2025/2026 and extending through Fiscal Year 2027/2028 in a form substantially similar to the sample attached as **Attachment A**.

Please note the key terms included in this sample agreement. Your proposal must indicate if you do not agree with any provision included in this agreement. It is anticipated that the selection of service providers and Council award will be completed by December 10, 2025, Following notification to the selected firm, it is expected that the services agreement will be executed by both parties shortly thereafter.

10. EVALUATION CRITERIA

The following weighted criteria will be used to evaluate submittals:

Evaluation Criteria	Weight
Quality and responsiveness of overall submittal	15%
Experience of individual program staff with homeless outreach services and/or accessibility improvements accessibility modifications in lower-income owner occupied housing	20%
Thoroughness of the Proposer’s work plan / program approach.	20%
Understanding or experience complying with PLHA program administration requirements	10%

Anticipated number of individuals benefiting from proposed program/project	5%
Depth of resources required to perform services	10%
Cost effectiveness of the Proposal compared to the required scope of work.	20%
TOTAL	100%

11. GENERAL CONDITIONS

- 11.1 Public Records: All submittals and information included therein become the property of the City of Santee and as will become public records and may be subject to public review.
- 11.2 Use of Submittals: The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected. There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- 11.3 RFP Terms: No changes to this RFP are invalid unless specifically modified by the City and issued as a separate addendum document and posted by the City on the City's website at <https://www.cityofsanteeca.gov/government/finance/purchasing/requests-for-proposals> . If this RFP is obtained through any means other than directly from the City or from the City's website, the City will not be responsible for the completeness, accuracy or timeliness of the RFP document.
- 11.4 Conflict of Interest: The city complies with all California statutes and regulations related to conflicts of interest.
- 11.5 Insurance Requirements: The successful applicant will be required to furnish the certificates of insurance specified in the Sample Agreement within fifteen (15) days of notification of award and prior to the commencement of any services.
- 11.6 Additional Terms and Conditions: The successful applicant will be expected to be familiar and comply with all statutes, rules and regulations applicable to the Permanent Local Housing Allocation Program.

ATTACHMENT A

SAMPLE AGREEMENT