



SACRAMENTO  
STEPS FORWARD

## Letter of Interest Request

Sacramento Continuum of Care (CoC)  
Housing and Urban Development (HUD) Funded Program Provider

Released on: July 10, 2023

Letter of Interest Due: July 24, 2023, 5:00 PM PT (Pacific Time)

**Submit Proposals by email to:** [RFP@Sacstepsforward.org](mailto:RFP@Sacstepsforward.org)

\*No late submissions will be considered

If you have any questions, please contact: [RFP@Sacstepsforward.org](mailto:RFP@Sacstepsforward.org)

## Background

Sacramento Steps Forward (SSF), on behalf of the Sacramento Continuum of Care (CoC) is issuing a Letter of Interest for interested providers.

SSF wants to identify providers who have interest and capacity to operate these existing HUD funded programs, which were operated by Sacramento Self Help Housing (SSHH). SSF has been operating these specific programs since May 25, 2023.

About Sacramento Steps Forward:

(SSF) is a 501(c)(3) nonprofit that partners with local, state, and federal agencies to accomplish our shared goal of ending homelessness. The Mission, Vision, and Values of SSF is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

Current Programs to be transferred:

SSF is seeking a replacement provider(s) the following Permanent Supportive Housing (PSH) projects:

- Friendship Housing FY22 (6/30/24):      \$1,815,014      Bed  
capacity:144
- New Community FY21 (9/30/23):      \$ 899,815\*      Bed  
capacity:64
- New Community FY22 (9/30/24):      \$ 899,815      Bed  
capacity:64

These HUD funded projects are master lease type projects currently serving 204 clients.

## **CoC Process and Letters of Interest Description**

Per HUD guidelines, the Sacramento CoC has adopted the following process for identifying a replacement provider to deliver the identified currently funded programs:

Step 1: Provide a two-step Letter of Interest to the community.

Step 2: The first step is for interested and capable providers to submit a Letter of Interest to SSF.

Step 3: Interested providers will work with SSF on understanding the details of the programs funding, operations, and staffing,

Step 4: Interested providers will submit a complete proposal response to SSF that addresses the details of this Letter of Interest and other specific questions that might be identified during Step 3.

## **Provider Eligibility**

Eligible providers include providers currently participating in HUD funded program delivery with specific experience and a track record in providing permanent supportive housing (PSH) and services. Providers must:

- Already be providing these types of services within the Sacramento CoC area.
- Experience with HUD-funded programs, specifically PSH programs for at least five years.
- Comply with program requirements as per HUD and the Sacramento CoC standards.
- Provide the most recent HUD monitoring and audit documents.
- Provide evidence of budget management within HUD guidelines.
- Demonstrate sufficient operating reserves.
- Provide a copy of the most recent financial audit.
- Demonstrate an appropriate accounting infrastructure for tracking and reporting.
- Demonstrate an ability to operate the funded programs consistent with the goals of PSH.

Interested providers may propose to take over one or more of these existing programs.

## Letter of Interest Timeline

<b>Activity</b>	<b>Date(s)</b>
Letter of Interest Release	<b>July 10, 2023</b>
Letter of interest due	<b>July 24, 2023</b>
Scheduled time for provider questions. Sessions will be dedicated to each specific provider	<b>July 26- August 11, 2023</b>
Determination of next steps	<b>August 18, 2023</b>
New Provider begins operations	<b>TBD</b>

## Letter of Interest Submission Requirements

Please submit a letter of interest if you believe you have the interest and the capabilities to successfully provide these programs. You may send the letter via email with a subject line of Letter of Interest to:

Sacramento Steps Forward  
C/O Mr. Rolf Davidson, Programs Director  
rdavidson@sacstepsforward.org

Letters will be accepted until July 24, 2023.

For those who provide a Letter of Interest, please include qualifications based on page 4 "Provider Eligibility". SSF will work with interested providers to share updated information as may be helpful during this transfer and transition process.