

OFFICE OF THE CITY MANAGER HOUSING AND COMMUNITY DEVELOPMENT DIVISION

REQUEST FOR PROPOSALS FROM QUALIFIED NON-PROFIT AGENCIES TO PROVIDE HOMELESS SERVICES IN THE CITY OF VALLEJO

RFP Issued	February 25, 2014
Responses Due	April 3, 2014, by 4:00 PM
	Proposal Submittals To:
	Housing and Community Development
	Division, City of Vallejo
	P. O. Box 1432, or 200 Georgia Street
	Vallejo, CA 94590
	(See detailed instructions in RFP)
City of Vallejo Review of Responses	April 7, 2014
Possible Interview and Negotiation Dates	April 8, 2014 – April 22, 2014

NOTICE INVITING RESPONSES FROM QUALIFIED NON-PROFIT AGENCIES TO PROVIDE HOMELESS SERVICES IN THE CITY OF VALLEJO

REQUEST FOR PROPOSALS

The City of Vallejo is requesting submissions from qualified non-profit agencies to receive Fiscal Year (FY) 2013/2014 Vallejo Housing Authority funds to support the development and operation of a day center in the City of Vallejo that will provide services for chronically homeless persons.

Five (5) copies of the submission must be submitted by no later than 4:00 p.m., April 3, 2014, to:

Housing and Community Development Division, City of Vallejo P. O. Box 1432, or 200 Georgia Street Vallejo, CA 94590

All responses must be submitted in sealed envelopes bearing on the outside the name of the agency, the agency's address, and the words "Response to Vallejo Housing Authority Regarding Provision of Homeless Services". Responses received after such time and date will not be accepted. Facsimile transmissions are specifically disallowed and will not constitute a valid submission. There will be no public opening of the responses.

Upon delivery, each response will be subject to all applicable open records laws, including but not limited to the California Public Records Act. Information deemed proprietary or otherwise privileged should be clearly marked as such. Regardless, the Vallejo Housing Authority makes no assertions that it can or will hold such information in confidence. Agencies submitting agree to hold the Vallejo Housing Authority harmless if such information is released, knowingly or not.

The Vallejo Housing Authority encourages the participation of small businesses and businesses owned by minorities and women. Nothing in this RFP constitutes an offer, or promise, or otherwise binds the Vallejo Housing Authority to take any action whatsoever in connection with its provision of any services. The Vallejo Housing Authority reserves all rights to consider any or all submissions, and to reject any or all responses in its absolute discretion.

Thank you for your interest.

GUY L. RICCA

Sincerely,

Senior Community Development Analyst

VALLEJO HOUSING AUTHORITY REQUEST FOR PROPOSALS FOR HOMELESS SERVICES

I. INTRODUCTION

General information

The Vallejo Housing Authority is requesting proposals from qualified non-profit organizations to receive funding to support the development and operation of a day center in the City of Vallejo that will provide services for chronically homeless persons.

To be considered, five (5) copies of a proposal must be received by the Housing and Community Development Division, City of Vallejo, P. O. Box 1432 or 200 Georgia Street, Vallejo, CA 94590, on or before **4:00 p.m. on Thursday, April 3, 2014,** attention: Guy L. Ricca, Senior Community Development Analyst. The Vallejo Housing Authority reserves the right to reject any or all responses submitted.

During the evaluation process, the Vallejo Housing Authority reserves the right, where it may serve the Housing Authority's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions. At the discretion of the Vallejo Housing Authority, organizations submitting responses may be requested to make oral presentations as part of the evaluation process.

The Vallejo Housing Authority also reserves the right to retain all responses submitted. Submission of a response is acceptance by the organization of the conditions contained in this request for proposals, unless clearly and specifically noted in the response submitted and confirmed in the Agreement between the Vallejo Housing Authority and the organization selected. There is no expressed or implied obligation for the Vallejo Housing Authority to reimburse responding organizations for any expenses incurred in preparing submissions in response to this request.

It is anticipated the selection of an agency will be completed by **May 13, 2014.** Following the notification of the selected agency, an Agreement will be executed between both parties.

Description of the City of Vallejo

The City of Vallejo is located in southern Solano County. It has a population of 116,000. The Vallejo Housing Authority's Fiscal Year (FY) begins on July 1 and ends on June 30.

The City of Vallejo is a Charter City operating under the Council/Manager form of government. The City provides a full range of municipal services including general government, community development, police and fire protection, public works, and

housing. Its enterprise activities include water utility, marina, transportation, and golf course operations.

Background

The Housing Authority Board of Commissioners of the City of Vallejo allocated \$75,000.00 in FY 2013/2014 funds for homeless services. This action was taken to assist in the completion of a goal in the City of Vallejo's Five Year Consolidated Plan, (July 1, 2010 – June 30, 2015), to improve the coordination and delivery of homeless services in the City of Vallejo.

Homeless persons are one of the priority population groups in Vallejo, (a #2 priority) that the Consolidated Plan has established as in need of assistance. (A homeless person is defined as an individual who lacks a fixed, regular, and adequate nighttime residence; or an individual who has a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations, an institution that provides a temporary residence for individuals to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.) Two of the key findings in the Consolidated Plan are: (1) based on a point-in-time count conducted by Community Action Partnership (CAP) of Solano County in January, 2011, there were 263 homeless persons in Vallejo in any given month, over 60 percent of whom were unsheltered; and (2) persons with substance abuse addictions have the highest incidence of unsheltered homelessness. [The needs cited in the Consolidated Plan were obtained from special tabulations of United States Census Bureau data provided by HUD, the City's Housing Element, and local sources.]

II. SCOPE OF THE SERVICES REQUESTED

The Housing Authority asks qualified non-profit organizations to submit proposals to receive Vallejo Housing Authority FY 2013/2014 funds to support the development and operation of a day center in the City of Vallejo that will provide services for chronically homeless persons. These services will include, but not be limited to:

- 1. receiving mail;
- doing laundry;
- 3. taking care of personal hygiene;
- 4. preparing, and receiving as appropriate, meals;
- 5. shelter from the elements during extreme temperatures;

- 6. receiving resource information; and
- 7. "reintegrating" themselves in group settings.

If more than one organization receives a funding allocation, there will be no minimum or maximum funding allocation per organization. The funding allocation to a successful organization(s) shall not exceed the \$75,000 approved for this RFP.

III. SCHEDULE

From the submitted proposal responses, City of Vallejo staff will screen prospective proposal(s) for completeness, proposal(s) to be recommended for funding, and considered and selected by the Housing Authority Board.

The schedule for the organization selection process will be as follows:

Event Date

1. Release of RFP Tuesday, February 25, 2014

2. Due date for receipt of proposals

By not later than 4:00 p. m. (PST)

on Thursday, April 3, 2014

3. City of Vallejo staff review of proposal responses April 7, 2014

4. Oral interview of proposal representatives
Not before April 8, 2014, and not

later than April 17, 2014

5. Negotiate Agreement with preferred organization By April 24, 2014

6. Selection of organization(s) by Housing Authority By May 13, 2014 Board

7. Effective date of Agreement June 2, 2014

IV. RESPONSE REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that submissions include the following basic format. The agency is expected to provide services as outlined in this RFP and should prepare its response to address fully its ability to satisfy these components.

- 1. Agency Information; and Key Personnel and Their Resumes and Qualifications – Provide: agency name and address; RFP contact person, telephone, FAX, and e-mail; an organizational chart, and the resumes of key personnel who will be associated with the proposed program, project, or development, and a list of their qualifications.
- **2.** Overview of Organization/Mission Provide a detailed description of the organization's mission and history (including years in existence).
- 3. Services Proposed with Staffing Plan Provide a detailed description of the process for obtaining a day center site or, if the respondent has site control of a property to provide these services, the address of that site. Describe the services proposed to be provided, and the number of homeless clients to be served. If practicable, indicate how information will be obtained on each client's annual income household size.
- **4. List of Board of Directors and Their Expertise** Provide a roster/list of the Board of Directors which identifies Board Officers, Directors' addresses and telephone numbers, and their expertise.
- **5. Authorizing Governing Board Resolution, (Including Roll Call Vote)** Provide a Resolution by entity Board authorizing signatory to do business for the entity, and to seek a commitment of Housing Authority funds under this program.
- 6. Non-Profit Status/501 (c) 3 Designation Letter (from Internal Revenue Service) Provide documentation that agency is chartered as a 501 (c) 3 organization.
- **7. Articles of Incorporation** Attach a copy of organization's Articles of Incorporation.
- 8. By-Laws Attach a copy of agency's By-Laws.
- 9. Annual Audit or Financial Statement, and Organizational Budgets with All Sources, for the Last Three Years The organization must document that it is fiscally sound. Submit a copy of the Annual Audits or Financial Statements of the organization for the past three years, and organizations with all funding sources for the past three years.
- 10. Organizational Viability Provide information and documentation to indicate that the organization will be active and financially viable in FY 2013/2014 and FY 2014/2015. Provide a summary of the organization's current strategic or operations plan.

- **11. Written Fiscal Policies and Procedures** Submit organization's written Fiscal Policies and Procedures.
- **12. Written Personnel Policies and Procedures** Submit organization's written Personnel Policies and Procedures.
- **13. Timeline/Project Schedule** –Provide a timeline for the specific action described in #3. The Housing Authority will make funds available for the period beginning June 2, 2014, and ending not later than November 30, 2015.
- **14. Program and Overall Organizational Budgets** Provide the proposed program budget for FY 2013/2014 and FY 2014/2015. Provide overall organizational budgets for FYs 2012/2013, 2013/2014, and 2014/2015.
- 15. Collaboration To ensure the best of the Housing Authority's funds, provide documentation that the respondent's proposed services are collaborating or will collaborate, to the greatest extent possible, with organizations providing similar services and programs, in order to avoid any duplication of effort. Further, provide documentation that the respondent is using or will use a unique identifier system to track client services, also to eliminate or minimize duplication of services.
- **16. References** Please list the name, address, and telephone number of references from three recent similar projects for other public entities. Please provide a brief description of the work provided for each reference.
- **17.** Insurance Coverages and Workers Compensation Indicate current insurance coverages held by the agency.

V. EVALUATION CRITERIA

Submissions will be evaluated based upon their response to provisions of this Request for Proposals.

Ease of administration for the Vallejo Housing Authority and the most efficient use of City of Vallejo staff resources is high importance.

The following criteria will be used to evaluate responses to this Request for Proposals, in order of importance:

- 1. Agency's overall experience with delivering homeless services and its performance record of programs provided on behalf of clients comparable to the Vallejo Housing Authority.
- 2. Quality of references and experience with public agency clients.
- 3. Strength and financial stability of the agency.
- 4. Expertise, technical qualifications, and quality of relationship management of the agency staff who will execute the Scope of Services outlined in the RFP.
- 5. Ability and commitment to meet the timelines identified in this RFP to execute the Agreement and to begin providing services promptly..

The Housing Authority may reject any proposal in which the approach or qualifications are not deemed to be within an acceptable range. The Housing Authority may seek clarifications from any or all agencies regarding their proposals, or may request that agencies provide modified proposals.

Following the initial review and screening of the proposals, using the Evaluation Criteria described above, one or more Consultants may be invited to participate in the final selection process, which may include participation in an oral interview and/or provision of any additional information as requested by the Housing Authority.

The Housing Authority reserves the right to conduct pre-award negotiations with any agencies, and the right to award a funding allocation without negotiations and without conducting interviews.

This Request for Proposals does not commit the Housing Authority to allocating funding. Agencies shall bear all costs incurred in the preparation of the proposal and participating in the process. The Housing Authority reserves the right to reject any and all proposals, to accept the proposals it considers most favorable to the Housing Authority's interest in its sole discretion, and to waive minor irregularities. The Housing Authority further reserves the right to seek new proposals when such procedure is considered by it to be in the best interest of the Housing Authority.

Exhibits

Exhibit 1 - Housing Authority Staff Report Dated February 11, 2014

Exhibit 2 – Insurance Requirements

Exhibit 3 - Public Notice



Agenda Item Number:

DATE:

February 11, 2014

TO:

Chair and Commissioners
Housing Authority Board

FROM:

Craig Whittom, Assistant City Manager

Anne Putney, Housing and Community Development Manager

Guy L. Ricca, Senior Community Development Analyst

SUBJECT:

APPROVAL OF REQUEST FOR PROPOSALS (RFP) FOR A DAY CENTER TO PROVIDE

HOMELESS SERVICES

RECOMMENDATION

By motion, approve the issuance of a Request for Proposals (RFP) for Homeless Services.

REASONS FOR RECOMMENDATION

To receive input and approval of an RFP for Homeless Services.

BACKGROUND AND DISCUSSION

Over the past several years, the City of Vallejo has allocated resources to address the issue of homelessness in Vallejo. City Council and Vallejo Housing Authority actions have included the following:

- (1) Increasing the priority of addressing homelessness in the City of Vallejo's Five Year Consolidated Plan. In part as a result of a point in time count which showed a significant increase (63 percent) in the number of homeless individuals in Vallejo, in 2011 the City Council elevated the priority housing needs of the homeless from third position to second position in the City's Consolidated Plan. Funding was approved for a Request for Proposals for permanent supportive housing units as a result of this Consolidated Plan amendment.
- (2) allocating \$1 million to Vallejo Housing Collaborative to provide up to twelve units of permanent supportive housing for homeless families. Residents of the supportive housing developments will be provided with an array of case management services, including behavioral and physical health support, training in independent living skills, and support in meeting employment and educational goals. Individualized services will be provided on-site at the resident's home and more generalized services, such as financial and computer literacy, housekeeping, and job skills training, will be offered in a group setting;
- (3) an allocation by the City Council of \$49,177 in FY 2013/2014 CDBG Program social services funds to Catholic Social Service, Christian Help Center, and Global Center for Success. These organizations provide a variety of services to the homeless, including shelter, food, emergency assistance, and case management. These are well-established Vallejo agencies that have had successful, long-term relationships with the City;
- (4) approving \$75,000 to fund additional homeless services in the community. A draft of the request for proposals outlining the scope of the use of these funds is being presented at this meeting.

In addition, staff created an ad hoc citizens committee tasked with coordinating existing services for the homeless, identifying gaps in services, and developing proposals that might address these gaps. This committee is comprised of different service providers and interested community members who provide input and feedback on homeless needs and City-funded services designed to assist the homeless;

Homeless Services RFP

As noted before, in 2013, the Vallejo Housing Authority allocated \$75,000 in Fiscal Year (FY) 2013/2014 Housing Authority Reserve Funds (Fund 124) for homeless services. This action was taken to assist in the completion of a goal in the City of Vallejo Five Year Consolidated Plan, (July 1 2010 – June 30, 2015), to improve the coordination and delivery of homeless services in the City of Vallejo. Staff has prepared a draft RFP for Homeless Services for the VHA Board's review and approval. This item was scheduled to be considered by the Housing and Redevelopment Commission on February 6, 2014. An update regarding the Housing and Redevelopment Commission's action regarding this item will be presented to the Vallejo Housing Authority Board in advance of the VHA Board consideration of this item.

Staff recommends that the Board approve the issuance of this RFP. Prior to drafting the RFP, staff created an ad-hoc citizens committee, consisting of stakeholders and other interested parties, to solicit input regarding how to expend the \$75,000 allocation. Meetings or workshops took place on July 24, 2013; November 15, 2013; December 18, 2013; and January 15, 2014. Several service proposals were discussed, including a day center, micro-grants to provide homeless services, a nomadic shelter program, and others. Staff believes that the best use of these funds at this time is to help establish a day center that will provide a place for the following services for chronically homeless persons who are typically unsheltered: receiving mail; doing laundry; taking care of personal hygiene; preparing, and receiving as appropriate, meals; shelter from the elements during extreme temperatures; receiving resource information; and "reintegrating" themselves in group settings.

Potential funding sources for the other recommendations for services will continued to be pursued.

A copy of staff's proposed RFP is provided at Attachment A.

FISCAL IMPACT

The \$75,000 in funding for this project is included in the Vallejo Housing Authority FY2013-14 Adopted Budget.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

The establishment of a day center would be required to comply with all City of Vallejo planning regulations and CEQA guidelines.

ATTACHMENTS

Attachment A - Homeless Services Request for Proposals, Fiscal Year (FY) 2013/2014

CONTACT

Craig Whittom, Assistant City Manager, (707) 648-4579, cwhittom@ci.vallejo.ca.us

Anne Putney, Housing and Community Development Manager, (707) 648-4408, <u>APutney@ci.vallejo.ca.us</u> K:\PUBLIC\AI\VHA and CD Division staff reports\2014\HAB\ha021114staffreport homeless rfp.doc

Guy L. Ricca, Senior Community Development Analyst, (707) 648-4395, gricca@ci.vallejo.ca.us

INSURANCE REQUIREMENTS

AGENCY shall procure and maintain for the duration of AGREEMENT, including any extensions thereto, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of services hereunder by AGENCY, its agents, representatives, employees, or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- 1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
- 2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 any auto and endorsement CA 0025.
- 3. Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance.
- 4. Professional Liability Insurance, when applicable, appropriate to AGENCY's profession (Errors and Omissions).
 _____(check if required)
 _____AGENCY Acknowledgement of Requirement (AGENCY initials)

 5. "All risk" Property Insurance, when applicable, which shall include fire and extended coverage, sprinkler leakage, vandalism, and malicious mischief coverage for all buildings, equipment, fixtures, and materials used or stored for use by AGENCY. This insurance shall contain a loss payee provision providing that all proceeds allocated to the buildings, fixtures, and any other property that is not AGENCY's personal property shall be paid to AUTHORITY.

_____ (check if required)
_____ AGENCY Acknowledgement of Requirement (AGENCY initials)

B. Minimum Limits of Insurance

AGENCY shall maintain limits no less than:

- 1. General Liability: \$2,000,000.00 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, coverage shall be one and one-half times the per occurrence amount, i. e., \$3,000,000.00.
- 2. Automobile Liability: \$1,000,000.00 per accident for bodily injury and property damage.
- 3. Workers' Compensation and Employer's Liability: \$1,000,000.00 per accident for bodily injury or disease. If AGENCY is not subject to California Workers' Compensation requirements, AGENCY shall file a completed Certificate of Exemption Form which may be obtained from AUTHORITY prior to commencing any activity authorized hereunder.
- 4. Professional Liability (Errors and Omissions): \$1,000,000.00 combined single limit per claim, and annual aggregate.
- 5. "All risk" Property Insurance: One hundred percent of the then current replacement value of all buildings, equipment, fixtures, and materials used or stored for use by AGENCY.

C. <u>Deductible and Self-insured Retention</u>

Any deductibles or self-insured retention must be declared to and approved by AUTHORITY's Risk Manager. If the deductibles or self-insured retention limit is unacceptable to AUTHORITY's Risk Manager, at his or her option, the insurer shall either reduce or eliminate such deductibles or self-insured retention as respects AUTHORITY, its officers, officials, employees, and volunteers; or AGENCY shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

D. Other Insurance Provisions

The General Liability and Automobile Liability policies, as can be provided, are to contain, or be endorsed to contain, the following provisions:

1. AUTHORITY, its officers, officials, employees, agents, and volunteers are to be covered as additional insured as respects: liability, including defense costs, arising out of activities performed by or on behalf of AGENCY; products and completed operations of AGENCY; premises owned, occupied, or used by AGENCY; or automobiles owned, leased, hired, or borrowed by AGENCY. The coverage shall contain no special limitations on the scope of protection afforded

to authority, its officers, officials, employees, agents, or volunteers. The insurance is to be issued by companies licensed to do business in the State of California.

- 2. For any claims related to AGREEMENT, AGENCY's insurance coverage shall be primary insurance as respects AUTHORITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by AUTHORITY, its officers, officials, employees, agents, or volunteers shall be excess of AGENCY's insurance and shall not contribute with it.
- 3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to AUTHORITY, its officers, officials, employees, agents, or volunteers.
- 4. AGENCY's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty days' prior written notice by certified mail, return receipt requested, has been given to AUTHORITY.

The Workers' Compensation and Employer's Liability policy required hereunder shall be endorsed to state that the Worker's Compensation carrier waives its right of subrogation against AUTHORITY, its officers, officials, employees, agents, and volunteers, which might arise by reason of payment under such policy in connection with AGENCY's performance under AGREEMENT.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than A:VII.

F. Verification of Coverage

AGENCY shall furnish AUTHORTY with original certificates of insurance for all insurances required by AGREEMENT, and with endorsements effecting general and automobile liability insurance coverages required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by AUTHORITY's Risk Manager before work commences. AUTHORITY reserves the right to require complete, certified copies of all required insurance policies, including endorsement affecting the coverage, by AGREEMENT at any time. All verification of coverage and other insurance documents shall be mailed to the

following address or to any other subsequent address as may be directed in writing by AUTHORITY's Risk Manager:

City of Vallejo Attention: Risk Manager 555 Santa Clara Street Vallejo, CA 94590

G. Subcontractors

AGENCY shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

H. Payment Withhold

AUHORITY will withhold payments to AGENCY if the certificates of insurance and endorsements required in Paragraph f, above, are canceled or if AGENCY otherwise ceases to be insured as required herein.



Housing and Community Development Division • 200 Georgia Street • Vallejo • CA • 94590 • 707.648.4507

FOR IMMEDIATE RELEASE: February 25, 2014

FOR MORE INFORMATION: Guy L. Ricca, Senior Community Development Analyst, 707/648-4395, gricca@ci.vallejo.ca.us

REQUEST FOR PROPOSALS FOR A DAY CENTER TO PROVIDE HOMELESS SERVICES

VALLEJO, CA – The Housing Authority Board of Commissioners of the City of Vallejo has allocated \$75,000.00 in FY 2013/2014 Housing Authority funds for homeless services. This action was taken to assist in the completion of a goal in the City of Vallejo's Five Year Consolidated Plan, (July 1, 2010 – June 30, 2015), to improve the coordination and delivery of homeless services in the City of Vallejo. To this end, the Housing Authority asks qualified non-profit organizations to submit proposals to receive Vallejo Housing Authority FY 2013/2014 funds to support the development and operation of a day center in the City of Vallejo that will provide services for chronically homeless persons. By or before May 13, 2014, the Housing Authority Board intends to allocate these funds to a non-profit organization(s) for the provision of these services. The Request for Proposals is available for review at the following locations:

The Housing and Community Development Division, 200 Georgia Street, Vallejo

The City of Vallejo's Web Page at: http://www.ci.vallejo.ca.us/, under "Bids and Proposals". (Internet access is available at John F. Kennedy Library, 505 Santa Clara Street, Vallejo)

Proposals submitted in response to this RFP must be received by not later than 4:00 p. m. (PDT), on Thursday, April 3, 2014, at the Housing and Community Development Division, City of Vallejo, P. O. Box 1432 or 200 Georgia Street, Vallejo, CA 94590. Pursuant to Housing Authority Board direction, the Housing Authority will not consider any proposal that is submitted after this deadline, or that is substantially incomplete, with no exceptions.

If there are any questions concerning this notice, contact: Guy L. Ricca, Senior Community Development Analyst, 200 Georgia Street, P. O. Box 1432, Vallejo, CA 94590, (707) 648-4395, FAX: (707) 648-5249, gricca@ci.vallejo.ca.us.

The City of Vallejo provides its programs and services in a non-discriminatory manner, and is an Equal Opportunity Employer. The City of Vallejo also encourages women and minority-owned businesses to submit bids and proposals for Federal Community Development Block Grant (CDBG) Program and Federal HOME Investment Partnerships Program contracts. For further information on this public notice, the hearing-impaired may call the California Relay Service at 1-800-735-2922 without a TTY/TDD, or 1-800-735-2929 with a TTY/TDD.