



Grays Harbor County
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Request for Proposals for services for historically disadvantaged populations under the Eviction Prevention Program

Introduction

Grays Harbor County (“County”) is requesting proposals to provide outreach, communication, technical assistance, or rental and utility assistance (“Services”) to historically disadvantaged populations as defined herein for the time period of July 2023 – June 2025. Services will be targeted at specific populations and will be directed and substantially controlled by people from the populations served. Successful bidders will propose programs that embody the assisted population’s central values. Applicants must provide a proposal and budget that covers how their organization will provide deliverables for the available program areas under the Eviction Prevention Program.

Requested/allowable services: outreach, communication, technical assistance, or provision of rental and utility Assistance to serve historically disadvantaged populations.

This request for proposals (“RFP”) is intended for organizations with the necessary capacity and experience to successfully deliver services to individuals in historically disadvantaged populations who are at or below 80% of the Area Median Income in a way that aligns with the Department of Commerce’s “Consolidated Homeless Grant (CHG) *guidelines*”. The CHG has several fund sources, including state general fund and document recording fees. Throughout the guidelines the funding sources are referred to as CHG Standard, Permanent Supportive Housing for Chronically Homeless Families (PSH CHF), Eviction Prevention, and Housing and Essential Needs (HEN). Each of the funds has different eligibility requirements and the funding guidelines provide information on how to comply with grant requirements. Applicants will receive points based on the proposed project and outcomes in relation to their compliance with the CHG Guidelines. Narratives will be reviewed to determine an understanding of the requirements and eligible activities with the funder guidelines as well as the goals of the County’s 2019-2024 Five Year Plan to Address Unmet Housing Needs. The RFP will open **May 17 2023, and all proposals are due by 4:30 p.m. June 2, 2023**. Priority will be given to programs who can demonstrate capacity and procedures to prioritize the most vulnerable clients. HMIS experience is required. In consideration for continuity of service delivery, investment into agency capacity and infrastructure, priority will be given to current County contractors who provide similar contracted services and contractors that are currently in good standing with the County. Applicants must submit a narrative response to the instructions at the end of this RFP and a new project application. Successful applicants will be subject to an initial risk assessment prior to further recommendations to the Board of County Commissioners.

Grays Harbor County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.

Successful applicants will work with Grays Harbor County staff to negotiate formal contracts with specific deliverables, timelines, and outcomes. The County will be responsible for monitoring all recipients of CHG funds to ensure alignment with fund requirements and contract deliverables. Contracts may be structured to offer an opportunity to evaluate and revise as necessary after the initial twelve-month period of the agreement.

Calendar/Timeline

Application Process	Date*
Issue RFP	May 17 th , 2023
Questions Due	May 26 th , 2023
Proposals Due	June 2 nd , 2023
Proposal Subcommittee Review	June 7 th , 2023
Recommendations provided to BOCC	June 13 th , 2023
Agency Contract Development Process	June 19 th , 2023
Service Start Date	July 1 st , 2023

**All dates are estimates and subject to change*

Applications may be submitted via e-mail, mail, or in person at:

Grays Harbor County Public Health
Attn: Natali Burgess
2109 Sumner Avenue
Aberdeen, WA 98520
natali.burgess@graysharbor.us

Applications and related materials must be received no later than **June 2, 2023, at 4:30 p.m.** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with EVICTION PREVENTION BY AND FOR APPLICATION.

Any questions related to this application may be directed to:

Natali Burgess: Housing Program Coordinator
E-mail: natali.burgess@graysharbor.us
Phone: 360-500-4078

Program funding available

Reasonable administrative support will be negotiated within awarded agency contracts. Within the maximum budget for this RFP there is one category with a specific maximum budget.

Programming Description	Maximum Estimated Funding Available*	Specific Considerations
<p>Support of outreach, communication, technical assistance, and/or provision of Rental and Utility Assistance to serve historically disadvantaged populations*</p>	<p>\$178,700</p>	<ul style="list-style-type: none"> • Allowable expenses include staff time for outreach, communication, application technical assistance, and/or application processing. • Qualifying Household must meet both of the following criteria: <ul style="list-style-type: none"> A) At risk of homelessness (as documented on the CHG Verification of Household Eligibility and Recertification Form): <ul style="list-style-type: none"> ○ Have a missed rent payment and currently owe all or part of a rent payment (current month or past months); OR ○ Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR ○ Is living in the home of another because of economic hardship; OR ○ Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR ○ Lives in a hotel/motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR ○ Lives in an SRO (Single Room Occupancy) or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR ○ Is exiting a publicly funded institution or system of care. B) At or below 80% AMI OR HEN referral

*Maximum budget per program area is an estimate only. The County reserves the right to reject any and all submittals or to recommend contract amounts less than the maximum budget.

*Organizations that serve historically disadvantaged populations and/or By & For organizations are operated by and for the community they serve. Their primary mission and history are serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community’s central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans. Financial resources designated to By and For organizations can be used, however the By and For needs to run the program. That can be Admin, Operations, and Rent/Utilities.

Application process and instructions:

Grays Harbor County is requesting proposals from eligible entities to provide public service program activities utilizing Washington State Department of Commerce's Consolidated Homeless Grant (CHG) Eviction Prevention funds for the contract period.

Key Local Homeless Housing Fund Values:

- ▶ **County seeks to support homeless crisis response systems that efficiently reduce the number of people living outside, and that when scaled appropriately can house all unsheltered people.**
- ▶ **Increase exits to permanent housing and decrease returns to homelessness.**
- ▶ Investments are sustainable (annual spending \leq annual revenue).
- ▶ Whenever possible, leverage existing funding sources and partnerships to increase likelihood of positive outcomes.
- ▶ Investments clearly align with Community-Driven Plan.
- ▶ Investments are data driven with a high return on investment.

Risk Assessment:

As part of the rating and ranking, all eligible applicants will be subject to a Subrecipient Risk Assessment prior to recommendation for BOCC approval.

Agencies who are interested in applying for new funds must complete and submit the following information:

Part 1 – Threshold Criteria

Please attest and provide documentation (as appropriate) to support the following:

- Experience operating programs for vulnerable populations or concrete plan to increase capacity to operate these programs.
- Agency is in good standing with all of its grantors/funders. If you have a currently open corrective action plan, please submit it with proposal in order to demonstrate sound financial practices.
- Agency or organization that is organized as a Corporation, LLC, or other business entity will submit proof of current standing, as well as meeting d/b/a requirements if applicable.
- Proof of current WA business license.
- Capacity to keep detailed program and fiscal records necessary for grant reporting.
- Capacity to operate the program on a cost-reimbursement basis. *Reimbursement payments will be made for verified expenses within thirty days from invoice approval.*
- Fiscal management system compliant with government accounting systems.
- Ability to comply with the insurance requirements of the contract.
- Demonstrate working partnerships with local social services and other relevant providers.
- Receive and incorporate ongoing updates, tools, and best practices from the Department of Commerce and Grays Harbor County Public Health.
- Ability to successfully manage funding over the course of the grant term.
- Staff have met the training requirements and the ability to use HMIS (Homeless Management Information System) for data management and/or have a plan to obtain the training requirements/ability to use HMIS by service start date. *(Documentation Required).*
- Our organization agrees to participate in Grays Harbor’s Coordinated Entry System.
- Our organization has reviewed the [CHG Guidelines](#) and feel confident in our ability to comply.

Pursuant to 45 Code of Federal Regulations (CFR) 75, subpart F, related to audit requirements, a non-Federal entity that expends \$750,000 or more in Federal awards during the non-Federal entity's fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of this part. *Note that federal awards can be directly from federal funders and/or indirectly through pass-through agencies such as State or local agencies.*

Attestation:

I, _____, hereby affirm that I/My Company:

- _____ Have not expended \$750,000 or more in Federal award funds in fiscal year 2022; OR
- _____ Have expended \$750,000 or more in Federal award funds in fiscal year 2022 and had an audit conducted with no resulting adverse findings; OR
- _____ Have had an adverse finding after audit and have responded to the audit. True and correct copies of the Audit letter and response thereto are attached to this Attestation.

Applicants who currently have County funded contracts must send a copy of the latest County monitoring report and, if appropriate, evidence of actions to clear the findings (or evidence the County has cleared the findings).

I declare under penalty of perjury under the laws of the State of Washington that the foregoing Attestation is true and correct.

Agency Name

Print Name/Title

Signature

Date

**Any falsely attested information will render application ineligible*

Part 2 – Response to Scoring Criteria

(1) Project Prioritizes Based on Greatest Need/Vulnerability (0-15 points)

All projects will receive points on how well they describe the severity of need of the population they propose to serve and how they will prioritize historically disadvantaged populations/at highest risk of eviction. To receive full points, applicants must clearly describe:

- the outreach process used to engage populations at high risk of eviction.
- the process used for prioritizing persons with the most severe needs.
- their experience working with historically disadvantaged populations and how the agency will target efforts to prioritize those groups.

(2) Accessibility (0-20 points)

Applicants will receive points based on the extent to which the project will follow an accessible model that works to minimize clients who may be “screened out” of services. To receive full points, the applicant must describe:

- Clearly describe how clients will access this program’s services.
- What client behaviors/history would result in termination or denial of services?
- Steps to remove potential barriers for frequently underserved populations and most vulnerable/at highest risk of eviction.

(3) Coordination with Local Providers and Mainstream Services (0-10 points)

Applicants will receive points based on the extent to which the project leverages mainstream and/or local resources for supportive services. Applicants will need to demonstrate that the project will utilize partnerships with existing local service providers to enhance the range of and access of historically disadvantaged populations to additional resources that promote housing stability and positive grant outcomes. Optional services through such partnerships may include but are not limited to: job training, substance abuse treatment, financial literacy, life skills education, mental health services, etc. Applicants can also describe the service partnerships that exist within its own organization, especially in communities without other local providers to offer these services.

(4) Leveraging (0-15 points)

Applicants may receive points based on the extent to which the project will leverage additional resources to develop a comprehensive project that meets the needs of the most vulnerable populations/at highest risk of eviction.

(5) Readiness (0-15 points)

Applicants will receive points based upon the extent of the project’s readiness to proceed. The score will be based on the following.

- Narrative describing the actions taken and actions to be taken, including but not limited to staffing, training, developing project operating procedures, coordination or negotiation with landlords (if appropriate), and any steps involved in the development of the housing resource – to prepare for an early and successful start of the project.
- Projected timeline of major steps, indicating the number of months between each step beginning from the execution of a county contract to beginning enrollment to full enrollment.
- Experience effectively managing data within HMIS.

(6) Capacity & Soundness of Approach (0-25 points)

Applicants will receive points based on the extent to which the applicant’s experience is relevant to the type of participants to be served and the type of housing proposed. In addition, applications will be scored based upon the description of the project, proposed outcomes, and appropriateness of proposed activities. If the applicant does not have current capacity for its proposed project but plans to build that capacity by the project’s start date, it must clearly demonstrate how it will build that capacity in its application. Reviewed criteria include:

- Overall experience of the organization
- Experience of the organization in undertaking similar activities – including experience with the population to be served and the type of housing and services to be provided.
- Experience of staff proposed to operate the project OR the standards the organization will use in recruiting/hiring for positions in the project.
- Description of project model.
- Use of data to demonstrate performance of similar projects serving same populations in this community or elsewhere.
- Description of the major outcomes to be achieved through the project (use annualized data/outcomes as a timeframe where appropriate).
- Description of major steps that will be taken to achieve the proposed outcomes.

Part 3: Proposal Components

The following are the required documents for proposals to be submitted to Housing Program Coordinator, Natali Burgess:

- A completed Eviction Prevention attestation the agency meets the threshold criteria;
- Response to scoring criteria;
- Detailed budget;
- If applicable: the Summary Pages of the most recently completed Independent Audit Letter showing significant findings and issues and, as appropriate, evidence of adequate responses to findings and issues identified.
- If applicable: applicants who currently have County funded contracts must send a copy of the latest County monitoring report and, if appropriate, evidence of actions to clear findings (or evidence the County has cleared the findings).