



# Grays Harbor County Public Health and Social Services Department

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## Request for Proposals for Eviction Rental Assistance Program:

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### Introduction

Grays Harbor County has issued a “Request for Proposals” to interested and qualified agencies to provide rental assistance and utility assistance to qualifying households. The purpose of this assistance is to prevent evictions and undue economic hardship as a result of the coronavirus. Applicants must provide a proposal and budget that covers how their agency will provide the noted deliverables for one or more of the available program areas under the Eviction Rental Assistance Program.

#### Public Service programs:

- Rental and Utility Assistance and associated operational costs
- Support of outreach, communication, technical assistance, and/or provision of Rental and Utility Assistance to serve historically disadvantaged populations

The RFP is intended for community providers with the necessary capacity and experience to successfully deliver services to individuals who are at or below 80% of the Area Median Income in a way that aligns with the Department of Commerce’s “ERAP 2.0 guidelines”. The RFP will open **November 10, 2021 and all proposals are due by 4 p.m. December 1st, 2021**. Priority will be given to programs who can demonstrate capacity and procedures are in place to prioritize the most vulnerable clients and those disproportionately impacted by COVID-19. In consideration for continuity of service delivery and investment into agency capacity and infrastructure priority will be given to current County contractors who provide similar contracted services, provided the contractor is currently in good standing with the County.

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 ERAP 2.0 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	November 10, 2021
Proposals Due	December 1, 2021
Proposal Subcommittee Review	Week of December 6
Recommendations provided to BOCC	December 2021
Agency Contract Development Process	December 2021
Service Start Date	January 2022

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

Grays Harbor County Public Health and Social Services  
 Attn: Natali Paccione  
 2109 Sumner Avenue  
 Aberdeen, WA 98520  
[natali.paccione@co.grays-harbor.wa.us](mailto:natali.paccione@co.grays-harbor.wa.us)

Applications and related materials must be received no later than **December 1st at 4 p.m.** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with HOUSING APPLICATION.

Any questions related to this application may be directed to:

Natali Paccione: Housing Program Coordinator  
 E-mail: [natali.paccione@co.grays-harbor.wa.us](mailto:natali.paccione@co.grays-harbor.wa.us)  
 Phone: 360-500-4078

## Program funding available

**Reasonable administration support will be negotiated within awarded agency contracts  
 Within the maximum budget for this RFP, there are sub-categories with specific maximum budgets:**

Programming Description	Maximum Estimated Funding Available*	Specific Considerations
Rent & Utility Assistance and related operational expenses	<b>\$6,403,906</b>	<ul style="list-style-type: none"> <li>• Qualifying Household must have the following:               <ul style="list-style-type: none"> <li>○ Current Income (average over 60 days or income from calendar year 2020) at or below 80% of Area Median Income (AMI).</li> <li>○ Experiencing a financial hardship directly or indirectly due to the COVID-19 outbreak that threatens the household's ability to pay the costs of the rental property when due.</li> <li>○ Have a missed/past due rent payment not paid or partially unpaid since March 1, 2020 and still occupy the residence.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ At risk of experiencing homelessness or currently experiencing housing instability.</li> <li>● The following households must be prioritized: <ul style="list-style-type: none"> <li>○ Income at or below 50% Area Median Income (AMI).</li> <li>○ Households with one or more individuals who are unemployed and have been unemployed for 90 days before application date.</li> </ul> </li> </ul>
<p><b>Support of outreach, communication, technical assistance, and/or provision of Rental and Utility Assistance to serve historically disadvantaged populations*</b></p>	<p><b>\$354,153</b></p>	<ul style="list-style-type: none"> <li>● Allowable expenses include staff time for outreach, communication, application technical assistance, and/or application processing</li> <li>● Qualifying Household must have the following: <ul style="list-style-type: none"> <li>○ Current Income (average over 60 days or income from calendar year 2020) at or below 80% of Area Median Income (AMI).</li> <li>○ Experiencing a financial hardship directly or indirectly due to the COVID-19 outbreak that threatens the household’s ability to pay the costs of the rental property when due.</li> <li>○ Have a missed/past due rent payment not paid or partially unpaid since March 1, 2020 and still occupy the residence.</li> <li>○ At risk of experiencing homelessness or currently experiencing housing instability.</li> </ul> </li> <li>● The following households must be prioritized: <ul style="list-style-type: none"> <li>○ Income at or below 50% Area Median Income (AMI).</li> <li>○ Households with one or more individuals who are unemployed and have been unemployed for 90 days before application date.</li> </ul> </li> </ul>

\*Maximum budget per program area is an estimate only. The County reserves the rights 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 s utilizing Washington State Department of Commerce’s Eviction Rental

Assistance Program (ERAP 2.0) funds for the contract period. Please respond to the following areas of interest and submit to Grays Harbor County Housing staff to be considered.

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

### **Part 1 – Threshold Criteria**

- Experience operating programs for vulnerable populations or concrete plan to increase capacity to operate these programs
- Be in good standing with all of its grantors/funders and demonstrate sound financial practices
- Proof of current WA business license and 501c3 status
- Capacity to keep detailed program and fiscal records necessary for grant reporting
- Capacity to operate the program on a cost-reimbursement basis
- Fiscal management system compliant with government accounting systems
- Ability to comply with the insurance requirements of the contract
- Demonstrate working partnerships with local social service and other relevant providers
- Receive and incorporate ongoing updates, tools, and best practices from the Department of Commerce and Grays Harbor County Public Health and Social Services
- Ability to successfully manage funding over the course of the grant term

### **Part 2 – Response to Scoring Criteria**

#### **(1) Proposal Background (0-20 points)**

All projects will receive points on how well they describe the budget, description of the program, target population, and experience/capacity to quickly and effectively connect residents in need with available services.

#### **(2) Readiness (0-20 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 service delivery system 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 implementation.

#### **(3) Coordination with Local Providers and Mainstream Services (0-20 points)**

Applicants will receive points based on the extent to which the agency has experience and/or capacity to coordinate with mainstream and/or local resources for additional, complimentary supportive services.

#### **(4) Outreach and Communication (0-20 points)**

Applicants may receive points based on the ability to demonstrate experience, capacity, and/or clear plans to provide outreach and communication to ensure equitable distribution of resources.

**(5) Capacity (0-20 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 services allowable. 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. Capacity includes:

- 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 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 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 Paccione:

- A completed Eviction Rental Assistance Program attestation the agency meets the threshold criteria,
- Response to scoring criteria
- Detailed budget
- 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.

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).