



Grays Harbor County Public Health and Social Services Department

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October 5, 2021

Request for Proposals for Emergency Shelter Services:

Introduction

Grays Harbor County has issued a Request for Proposals to interested and qualified agencies to provide specific emergency shelter services. Applicants must submit a narrative response to the questions at the end of this RFP, a new project application, and budget.

- Cold Weather Shelter for literally unsheltered clients during the cold weather season (November 2021-March 2022)
- Administration of a hotel/motel voucher program that prioritizes families with children

The RFP is intended for housing providers with the necessary capacity and experience to successfully deliver services to individuals who are literally homeless in a way that aligns with the *2019-2024 Grays Harbor Plan to Address Homelessness* and Department of Commerce's "*Consolidated Homeless Grant Guidelines*". The RFP will open **October 5, 2021 and all proposals are due by 4:30 p.m. October 18, 2021**. Priority will be given to programs who can demonstrate capacity and procedures are in place to prioritize the most vulnerable clients and work alongside literally homeless clients to remove barriers and successfully help them obtain and maintain permanent housing.

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, this 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 housing 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.

Estimated Calendar/Timeline:

Application Process	Date
Issue RFP	October 5, 2021
Proposals Due	October 18, 2021
Proposal Subcommittee Review (if applicable)	October 19-22, 2021
Recommendations provided to BOCC	October 26, 2021
Agency Contract Development Process	October/November 2021
Service Start Date	November 1, 2021

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

Grays Harbor County Public Health and Social Services
Attn: Curtis Steinhauer
2109 Sumner Avenue
Aberdeen, WA 98520
csteinhauer@co.grays-harbor.wa.us

Applications and related materials must be received no later than **Monday, October 18, 2021 at 4:30 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:

Curtis Steinhauer, Housing Resource Coordinator
E-mail: csteinhauer@co.grays-harbor.wa.us
Phone: 360-589-0057

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**
- ▶ **State-required performance metrics measure our ability to prioritize unsheltered clients, increase exits to permanent housing, and decrease returns to homelessness**
- ▶ Investments are sustainable (annual spending \leq annual revenue)
- ▶ Fund of last resort, use all other resources before tapping local funds
- ▶ Whenever possible leverage existing funding sources to increase likelihood of positive outcomes

- ▶ Investments clearly align with community-driven Plan
- ▶ Investments are data driven with high return on investment

Program funding available– *Up to \$425,000* available for period (November 1, 2021- October 31, 2022)*

***Estimated budget available**

Reasonable administration support will be negotiated within awarded agency contracts

Within the budget for this RFP, there are subcategories with specific budgets:

Existing Services - Community Priorities			
Programming Description	Estimated Funding Available	Specific Considerations	Deliverable(s)
Cold Weather Shelter for literally homeless individuals during the cold weather season	\$125,000	<ul style="list-style-type: none"> • Program will be designed to provide immediate, emergency, temporary shelter to literally homeless clients during the cold weather season • Program will work to draft and facilitate housing stability plans with all clients served more than 48 hours driven by client choice • Program will follow “Consolidated Homeless Grant Guidelines” published and updated by the Department of Commerce and the “Emergency Solutions Grant Coronavirus Guidelines” published and updated by the Department of Commerce and Department of Housing and Urban Development 	<ul style="list-style-type: none"> • Operate temporary, accessible emergency shelter during cold weather events with capacity to serve at least 25 literally homeless clients • At least 50% of clients served exit to positive destinations as measured by HUD • Goal: SAFETY and ENGAGEMENT
Hotel/Motel voucher program	\$300,000	<ul style="list-style-type: none"> • Program will be designed to quickly identify and engage literally homeless households for the purpose of quickly providing them temporary shelter via hotel/motel vouchers 	<ul style="list-style-type: none"> • Goal: SAFETY and ENGAGEMENT • Assist literally homeless households including at least 20 literally homeless families with immediate emergency shelter via hotel/motel

		<ul style="list-style-type: none"> • Program will prioritize literally homeless families with children • Program will include policies and procedures outlining the screening process, eligibility criteria, program enrollment, and how available vouchers will be available • Program will work to draft and facilitate housing stability plans with all clients served more than 48 hours driven by client choice • Program will follow “Consolidated Homeless Grant Guidelines” published and updated by the Department of Commerce • Allowable expenses are hotel/motel vouchers, damage deposits, move-in costs, rental assistance, case management, supportive services, and up to 15% administration 	<p>vouchers and stability planning</p> <ul style="list-style-type: none"> • At least 50% of clients exit to permanent housing destinations • Goal: SAFETY and ENGAGEMENT
Total	\$425,000		

*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.

Application process and instructions:

Grays Harbor County is requesting proposals from eligible entities to perform homeless housing services utilizing Federal, State and/or local Homeless Housing funds for the contract period **November 1, 2021 – October 31, 2022. Contracts may include the option to renew at the end of the term contingent on performance and deliverable review.** Please respond to the following areas of interest and submit to Grays Harbor County Housing staff to be considered.

Part 1 – Threshold Criteria

- Be in good standing with all of its grantors/funders and demonstrate sound financial practices
- Eligible entities include registered nonprofit organizations, behavioral health providers, government entities, and/or federally recognized Indian tribes
- Ability to use HMIS (Homeless Management Information System) for data management

- Agreement to participation in Grays Harbor’s Coordinated Entry system
- 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

Part 2 - Scoring Criteria

All proposals will be evaluated based on the following criteria:

- Project Prioritizes Based on Greatest Need/Vulnerability (0-20 points)
- Accessibility (0-20 points)
- Coordination with Local Providers and Mainstream Services (0-15 points)
- Leveraging (0-10 points)
- Readiness (0-10 points)
- Capacity (0-10 points)
- Soundness of Approach (0-15 points)

Part 3: Proposal Components

The following are the required documents for proposals to be submitted to Housing Coordinator, Curtis Steinhauer.

1. A cover letter attesting to/documenting compliance with stated Threshold Criteria (Page 4 & 5)
2. A completed Application including narrative response to “Scoring Criteria” and Project Budget with expenses clearly categorized and clear time period of budget
3. 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.
4. Applicants who currently have County Homeless Housing 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).

2021 Project Application

**Note: If agency is submitting a proposal for more than one target program area please fill out a separate project description and budget for each target program area. Agencies DO NOT need to fill out separate response to scoring criteria for each of the target program areas but can delineate differences or target program specifics as necessary.*

The page limit does not include responses to threshold criteria, questions 1-7 or budgets/description. Any pages of narrative (or narrative included in attachments) in excess of the page limit will not be reviewed by the raters and will not be considered in the rating process.

Applicant _____

Name of Project _____

Primary Contact/Telephone/E-mail _____

Other Major Partners/roles _____

Project Type (please select all that apply):

- Cold Weather Shelter for literally unsheltered clients during the cold weather season (November 2021-March 2022)
- Administration of a hotel/motel voucher program that prioritizes families with children

Description of the Project(s):

(1) Project Prioritizes Based on Greatest Need/Vulnerability (0-20 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 the most vulnerable populations. To receive full points, applicants must clearly describe:

- the outreach process used to engage homeless persons living on the streets or in shelter;
- the process used for prioritizing persons with the most severe needs for services;
- identify the specialized needs of vulnerable populations they will serve such as unaccompanied youth, families with children, Veterans, survivors of domestic violence, and chronic homeless persons

(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 programs services.
- What client behaviors/history would result in termination or denial or services?

(3) Coordination with Local Providers and Mainstream Services (0-15 points)

Applicants will receive points based on the extent to which the project leverages mainstream and/or local resources for supportive services. To receive full points, applicants must demonstrate the leveraging of Medicaid resources available in the state. Applicants will receive points as follows:

- Applicants may receive up to 10 points for demonstrating a strong partnership with Medicaid services. Applicants should demonstrate that specific activities are in place to identify and enroll all Medicaid-eligible project participants. Applicants should also ensure that a process is in place to link project participants to Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability. Project applicants may include Medicaid-financed services either by the recipient receiving Medicaid coverage payments for services provided to project participants or through formal partnerships with one or more Medicaid billable providers (e.g., Federally Qualified Health Centers). Where projects can demonstrate that there are barriers to including Medicaid-financed services in the project, applicants will receive up to 10 points under this paragraph for demonstrating that the project leveraged non-Medicaid resources available in the local continuum’s geographic area, including mainstream behavioral health system resources such as mental health or substance abuse prevention and treatment block grants or state behavioral health system funding.
- Applicants may receive up to 5 points for demonstrating that the project will utilize partnerships with existing local service providers to enhance the range of and access to additional resources that promote housing stability and positive grant outcomes. Optional services through such partnerships may include but are not limited to: home visitation, 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 (0-10 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 people experiencing homelessness and ensure successful project outcomes.

(5) Readiness (0-10 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 **identifying and securing a location**, staffing, training, developing project operating procedures, coordination or negotiation with community and partner engagement (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 services.

(6) Capacity (0-10 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 proposed. 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

(7) Soundness of Approach (0-15 points)

Applications will be scored based upon the description of the project and its proposed outcomes. Outcomes proposed will be considered based on the appropriateness of proposed best practices and activities that would result in their achievement.

- Description of project model – who will be served? How will potential clients be identified, screened, and enrolled? What services will be offered and/or required in this program? When are clients exited from the program? What does success look like?
- Use data to demonstrate performance of similar projects serving the same populations in the 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