**Grays Harbor County Public Health**

**PEARSALL BUILDING**

**2109 SUMNER AVENUE, ABERDEEN, WA 98520**

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Request for Proposals for Existing Homeless Housing Projects:

# Introduction

Grays Harbor County has issued a “Request for Proposals” to interested and qualified agencies to renew existing homeless housing programs currently funded by the County. More than 1 (one) apparently successful bid may be identified.

New applicants must submit a **new project application**, including narrative response to the questions located at the end of this RFP.

Existing/Renewal Applicants must submit a **renewal application**, including narrative response to any proposed changes to existing projects as well as verification of good-standing.

All successful applicants will be subject to an initial risk assessment **prior** to further recommendation to Board of County Commissioners. Please see **risk assessment checklist** for further information.

This 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 Unmet Housing Needs***and the Department of Commerce’s *“****Consolidated Homeless Grant Guidelines****”.* Narratives will be reviewed to determine an understanding of these requirements and eligible activities.

The RFP will open **March 6th, 2023, and all proposals are due by 4:30 p.m. March 27th, 2023.** Priority will be given to programs who can demonstrate capacity, HMIS experience, and existing procedures to prioritize the most vulnerable clients. Subgrantees are expected to work alongside literally homeless clients to remove barriers and successfully help them obtain and maintain permanent housing. Continuity in existing services will be a priority.

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.

Apparently Successful applicants, upon formal approval from the Grays Harbor County Board of County Commissioners 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.

# Calendar/Timeline:

|  |  |
| --- | --- |
| Application Process | Date |
| Issue RFP | March 6th, 2023 |
| Questions Due | March 20th, 2023 |
| Proposals Due | March 27th, 2023 |
| Proposal Subcommittee Review | March 30th, 2023 |
| Recommendations provided to BOCC | April 11th, 2023 |
| Agency Contract Development Process | June 6th, 2023 |
| Service Start Date | July 1st, 2023 |

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

Grays Harbor County Public Health

Attn: Kimberly Stoll-French

2109 Sumner Avenue

Aberdeen, WA 98520

kimberly.stollfrench@graysharbor.us

Applications and related materials must be received no later than **Monday, March 27th 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:

Kimberly Stoll-French, Housing Program Coordinator

E-mail: kimberly.stollfrench@graysharbor.us

Phone: 360-500-4064

Questions and answers will be made public and questions are due no later than **Monday, March 20th, 2023 at 4:30 p.m.** to ensure all interested parties have equal access to relevant information.

## 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 ≤ 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 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. Please see the **subrecipient risk assessment checklist** for more information.

# Ongoing program funding available– *Up to $5,819,330\* available for period (July 1, 2023 – June 30, 2025)*

**\*Estimated budget available**

# \***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.**

**\*All contracts will be eligible for review and renewal for second year (July 1, 2024 – June 30, 2025) contingent on performance/deliverable review and confirmation**

**Reasonable administration support will be negotiated within awarded agency contracts.**

**Within the budget for this RFP, there are sub-categories with specific budgets:**

|  |
| --- |
|  |
| Programming Description | Estimated Funding Available\* | Specific Considerations | Deliverable(s) |
| Coordinated Entry assessment, prioritization, and referral system | **$106,000** | * Program is designed to assess, refer, and provide documentation to clients experiencing homelessness or housing instability
* Program will provide input to Grays Harbor County Coordinated Entry policies and procedures as well as regularly participate in the Coordinated Entry work group
* Program will identify, research, and incorporate evidence based practices and other resources and tools as provided by Grays Harbor County
* Program will keep up-to-date on all available community housing and support resources to ensure accurate, meaningful referrals
 | * Annual training on policies, procedures, tools, database use, and best practices for all CE staff
* Ensure clients are enrolled into available program openings in alignment with the prioritization policy
* Focus on racial equity and removal of barriers for historically underserved populations.
* **GOAL: Provide consistent, comprehensive assessment, referral, and instructions to clients seeking housing assistance to facilitate meaningful referrals that help them exit homelessness and housing instability.**
 |
| Landlord Liaison  | **$96,000** | * Program designed to facilitate relationship-building with local landlords with the intent to increase options to place formerly homeless clients enrolled in homeless housing programs
* Landlord liaison will provide education and facilitate access to landlords to the “Landlord Mitigation Fund”
* Working with tenants and landlords, complete and document pre-occupancy inspections to ensure habitability standards are met.
 | * Ensure units meet habitability standards prior to occupancy
* Data demonstrates formerly homeless clients housed on a regular basis with the goal to reduce time between program enrollment and move-in date
* **GOAL: Relationship building and decreased number of days between program enrollment and move-in**
 |
| Point in Time Count  | **$15,000** | * Nationwide Census of individuals experiencing homelessness occurs the third week of January each year
* “Project Connect” resource fairs are used as a primary marketing tool to the unsheltered community.
 | * Conduct annual Point-in-Time count of people experiencing homelessness in accordance with HUD and Department of Commerce guidance
* Host “Project Connect” resource fair
* Submit PIT count data into HMIS database
* **GOAL: Produce consistent, accurate counts of local population experiencing homelessness**
 |
| Rapid Rehousing for HEN Clients | **$1,129,165** | * Program will be designed to quickly identify and engage literally homeless clients who are assessed and eligible for "Housing and Essential Needs" disability benefit through DSHS and quickly get them into housing
* Program will emphasize housing stability planning driven by client choice to quickly stabilize and obtain/maintain/increase income to maintain housing when program ends
* Program will follow “Consolidated Homeless Grant Guidelines” published and updated by the Department of Commerce
* Allowable expenses are damage deposits, move-in costs, rental assistance, case management, staff time for interagency case staffing, and up to 7% administration
 | * Assist at least 99 literally homeless households by accessing or maintaining permanent housing with documented housing stability plans
* At least 77% of clients exit to permanent housing destinations
* **Performance Measure: Increase exits to Permanent Housing; Target 80%**
 |
| Targeted Prevention for HEN Clients | **$925,000** | * Program will be designed to quickly identify and engage clients who are assessed and eligible for "Housing and Essential Needs" disability benefit through DSHS and

**at imminent risk** of homelessness and stabilize them in a sustainable way * Program will emphasize housing stability planning driven by client choice to quickly stabilize and obtain/maintain/increase income to maintain housing when program ends
* Program will follow “Consolidated Homeless Grant Guidelines” published and updated by the Department of Commerce
* Allowable expenses are rental assistance, case management, staff time for interagency case staffing, and up to 7% administration
 | * Assist at least 81 clients at imminent risk of homelessness by aiding them in accessing or maintaining permanent housing with documented housing stability plans
* **Goal: STABILIZATION with long-term outcomes**
 |
| Permanent Supportive Housing for Chronically Homeless Families | **$34,500** | * Program will be designed to quickly identify and engage literally homeless families with a disabled head of household and quickly get them into housing
* Program will emphasize housing stability planning driven by client choice to quickly stabilize and obtain/maintain/increase income to maintain housing when program ends
* Program will follow “Consolidated Homeless Grant Guidelines” published and updated by the Department of Commerce
* Allowable expenses are damage deposits, move-in costs, rental assistance, case management, and up to 15% administration
 | * Assist 5 literally homeless families with a disabled head of household by aiding them in accessing or maintaining permanent housing with documented housing stability plans
* At least 95% of clients exit to or maintain permanent housing
* **Goal: TRANSFORMATION with long-term outcomes**
 |
| Rapid Rehousing for low-income, homeless, and vulnerable clients (CHG) | **$180,000** | * Program will be designed to quickly identify and engage literally homeless and most vulnerable clients and quickly get them into housing
* Program will emphasize housing stability planning driven by client choice to quickly stabilize and obtain/maintain/increase income to maintain housing when program ends
* Program will follow “Consolidated Homeless Grant Guidelines” published and updated by the Department of Commerce
* Allowable expenses are damage deposits, move-in costs, rental assistance, case management, and up to 15% administration
 | * Assist 15 literally homeless clients by aiding them in accessing or maintaining permanent housing with documented housing stability plans
* At least 77% of clients exit to permanent housing destinations
* **Performance Measure: Increase exits to Permanent Housing; Target 80%**
 |
| Emergency Shelter Prioritizing Families with Children | **$28,000** | * Program will be designed to provide immediate, emergency, temporary shelter.
* Priority will be given to families with children who are literally homeless.
* 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

Program policies, procedures, tools and practices will enforce an accessible model with an emphasis on long-term housing stability planning after 90 days in shelter – i.e. what are next steps for clients to become stable?* Program will operate so as to reduce vacancies in the three available units, working quickly to identify and place prioritized households once clients have exited the program.
 | * Operate three (3) units of emergency shelter prioritizing families with children for stays up to 90 days
* Serve 12 literally homeless households with documented housing stability plans
* **Performance Measure: Increase Exits to Positive Outcomes; Target 50%**
 |
| Emergency Shelter for survivors of Domestic Violence | **$79,000** | * Program will be designed to provide immediate, emergency, temporary shelter to survivors fleeing Domestic Violence
* 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
* Program policies, procedures, tools and practices will enforce an accessible model with an emphasis on long-term housing stability planning after 90 days in shelter – i.e. what are next steps for clients to become stable?
 | * Support operations of a five room Domestic Violence Shelter for stays up to 90 days
* Serve 30 survivors with documented housing stability plans
* At least 50% of shelter clients exit to permanent housing destinations
* **Performance Measure: Increase Exits to Positive Outcomes; Target 50%**
 |
| Supportive Housing for survivors of Domestic Violence | **$12,000** | * Program will be designed to provide temporary, supportive housing for survivors of Domestic Violence exiting shelter with no alternative housing available
* Program policies, procedures, tools and practices will enforce a Housing First with an emphasis on long-term housing stability planning
* Program will follow “Consolidated Homeless Grant Guidelines” published and updated by the Department of Commerce
 | * House 2 survivors of Domestic Violence with documented housing stability plans

**Performance Measure: Increase Exits Permanent Housing; Target 95%** |
| Rapid Rehousing for Literally Homeless Families | **$160,000** | * Program will be designed to quickly identify and engage literally homeless families and quickly get them into housing
* These funds will be considered “funds of last resort” when determining an individuals housing program eligibility.
* Program will follow “Consolidated Homeless Grant Guidelines” published and updated by the Department of Commerce
* Allowable expenses are damage deposits, move-in costs, rental assistance, case management, staff time for interagency case staffing, and up to 15% administration
 | * Assist 20 literally homeless families by aiding them in accessing or maintaining permanent housing with documented housing stability plans
* **Performance Measure: Increase exits to Permanent Housing; Target 80%**
 |
| Rapid Rehousing for Literally Homeless Young Adults (18-24) | **$50,000** | * Program will be designed to quickly identify and engage literally homeless young adults and quickly get them into housing
* Program will follow “Consolidated Homeless Grant Guidelines” published and updated by the Department of Commerce
* Allowable expenses are damage deposits, move-in costs, rental assistance, case management, staff time for interagency case staffing, and up to 15% administration
 | * Move 10 literally homeless young adults into permanent housing with documented housing stability plan
* **Performance Measure: Increase exits to Permanent Housing; Target 80%**
 |
| Housing Supports for Drug Court, Diversion, and Foundational Community Supports Clients | **$30,000** | * These funds will be considered “funds of last resort” – client file documentation must include notation of Coordinated Entry and exploring all other funding options before funding will be authorized
* Referrals for Drug Court clients must originate from court staff
* Program will follow “Consolidated Homeless Grant Guidelines” published and updated by the Department of Commerce
* Allowable expenses are damage deposits, move-in costs, and rental assistance
 | * Move 7 clients into permanent housing
* **Goal: LEVERAGE existing resources to improve positive outcomes**
 |
| Housing supports and rental assistance for justice-involved individuals exiting incarceration | **$65,000** | * Program will work with care coordinators and behavioral health provider to identify individuals exiting incarceration who are at risk of adverse health outcomes
* These funds will be considered “funds of last resort” when determining an individuals housing program eligibility. Agency will demonstrate justification for expending these funds
* Referrals for Drug Court clients must originate from court staff
* Allowable expenses include rental assistance, move-in costs, damage deposits, and essential housing supports
 | * Collaboration and coordination with Grays Harbor Coordinated Entry System
* Move 10 clients into permanent housing.
* **Performance Measure: Increase exits to Permanent Housing; Target 80%**
 |
| Total | **$2,909,665** |  |  |

2023 Application Coversheet

The following must be included, as appropriate, with the application to be considered:

* Completed Threshold criteria and attestation with necessary documentation
* A completed 2023 Renewal Application AND/OR New Project Application with applicable narrative for each project
* New Applications must include the following for each project type:
	+ Narrative description of the project, including eligible activities
	+ Services to be provided
	+ Population to be served
	+ Organizations involved and what they will provide (if applicable)
	+ Goals of the project
	+ Budget
	+ Response to Agency Capacity and Vision
* All Applicants must include Project Budget with expenses clearly categorized and clear time chart for period of 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.

Threshold Criteria

**(All Applicants)**

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

* I certify that our agency is in good standing with all of our granters/funders and demonstrate sound financial practices. *If you have an active corrective action plan related to a current granter/funder please submit a copy.*
* I certify that our organization is an eligible entity, including a Registered Non-profit organization, Behavioral Health Provider, Government Entity, and/or Federally Recognized Tribe. (*Documentation Required)*
* Staff have met the training requirements and the ability to use HMIS (Homeless Management Information System) for data management. (*Documentation Required)*
* Our organization agrees to participate in Grays Harbor’s Coordinated Entry System
* Our organization has the capacity to operate the program(s) on a cost-reimbursement basis. *Reimbursement payments will be made for verified expenses within thirty days from invoice approval.*
* Our organizations fiscal management system is compliant with government accounting systems. (*Documentation Required)*
* Our organization has the ability to comply with the insurance requirements of the contract. (*Documentation Required)*
* Our organization has reviewed the [CHG Guidelines](https://deptofcommerce.app.box.com/s/4d1ilui45uqljmhlseufez4flxqv1q6b) and feel confident in our ability to comply.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name/Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\**Any falsely attested information will render application ineligible*

2023 New Project Application

**Response to RFP Rating Criteria**

*\*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 more than one response to* ***Agency Capacity and Vision*** *but delineate differences or target program specifics as necessary.*

Each of the listed program areas is considered a separate project with specific statement of work, budget, and deliverables. Programs can work together to complement/augment but agencies will be expected to account for data and expenses specific to each program type.

**Non-Profit:**

**Primary Contact:**

**Telephone:**

**E-mail:**

**Other Major Partners/Roles:**

**Projects Included in Application** (please check all that apply):

|  |  |
| --- | --- |
| Project Type | Check all applicable |
| Coordinated Entry |  |
| Land Liaison |  |
| Point in time count |  |
| Rapid rehousing for HEN Clients |  |
| Targeted Prevention for HEN Clients |  |
| Rapid rehousing for literally homeless, vulnerable clients at or below 80% AMI (CHG) |  |
| Permanent Supportive Housing for Chronically Homeless Families (PSH for CHF) |  |
| Emergency Shelter prioritizing families with children |  |
| Emergency Shelter for survivors fleeing Domestic Violence |  |
| Rapid rehousing for literally homeless families (Local Document Recording Fees) |  |
| Rapid rehousing for literally homeless young adults (18-24) (Local Document Recording Fees) |  |
| Housing supports as part of an integrated plan for diversion, drug court, or community court |  |
| Housing supports and rental assistance for Jail Re-Entry |  |

**Narrative Project Description**

Using the space below, provide a narrative description of the project, including the eligible activities (rental assistance, leasing, operations, supportive services, etc.), services to be provided, population to be served, organizations involved and what they will provide, goals of the project, and proposed outcomes etc.

***Please complete a separate narrative project description for each of the target program areas your agency is proposing to serve.*** *(please limit each narrative to 1 page)*

**Agency Capacity and Vision**

Please describe how your agency will:

(1)Prioritize based upon the greatest Need/Vulnerability, (2)Be accessible (minimize the number of clients who may be screened out,(3) Coordinate with both Local and Mainstream Providers, (4)Leverage additional resources to ensure successful project outcomes,(5) Project timeline detailing capacity and readiness to begin services. (6)Please describe prior experience with similar projects as well as capacity.

***This information will be used to assist the ranking committee to understand the capacity and experience of your Agency. Please clearly articulate steps to implement as well as target program types with maximum alignment to evidence-based practices and program goals as stating in the RFP.***

***Please see scoring criteria for more information.***

2023 Renewal Application

**Response to RFP Rating Criteria**

*\*Note: If agency is submitting a proposal for more than one NEW/REVISED target program area please fill out a separate changes/revision narrative (if applicable) and budget for each target program area.*

1. Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Primary Contact/Telephone/E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Other Major Partners/roles\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Current Contracted Projects (please check all that apply):

|  |  |  |  |
| --- | --- | --- | --- |
| Project Type | Existing  | Renew/Add | Discontinue |
| Coordinated Entry |  |  |  |
| Land Liaison |  |  |  |
| Point in time count |  |  |  |
| Rapid rehousing for HEN Clients |  |  |  |
| Targeted Prevention for HEN Clients |  |  |  |
| Rapid rehousing for literally homeless, vulnerable clients at or below 80% AMI (CHG) |  |  |  |
| Permanent Supportive Housing for Chronically Homeless Families (PSH for CHF) |  |  |  |
| Emergency Shelter prioritizing families with children |  |  |  |
| Emergency Shelter for survivors fleeing Domestic Violence |  |  |  |
| Rapid rehousing for literally homeless families (Local Document Recording Fees) |  |  |  |
| Rapid rehousing for literally homeless young adults (18-24) (Local Document Recording Fees) |  |  |  |
| Housing supports as part of an integrated plan for diversion, drug court, or community court |  |  |  |
| Housing supports and rental assistance for Jail Re-Entry |  |  |  |

Provide a narrative description of any proposed changes/revisions to the project, including the eligible activities (rental assistance, leasing, operations, supportive services, etc.), services to be provided, population to be served, organizations involved and what they will provide, goals of the project, etc. Provide information so the raters are able to understand the capacity and experience, or clearly articulated steps to implement, the target program types with maximum alignment to evidence-based practices and program goals as stated in the RFP.

***Please complete a separate changes/revisions response for each of the target program areas where you are proposing changes.***

Changes/Revisions to currently contracted services:

**Part 2 - Scoring Criteria**

**(1) Project Prioritizes Based on Greatest Need/Vulnerability (0-10 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;
* 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?
* Steps to remove potential barriers for frequently underserved populations.

**(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. 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, veteran support, 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 people experiencing homelessness and ensure successful project outcomes.

**(5) 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 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