



# Grays Harbor County Public Health and Social Services Department

PEARSALL BUILDING  
2109 SUMNER AVENUE, ABERDEEN, WA 98520

PHONE: (360) 532-8631  
TDD: (360) 532-8657

FAX: (360) 533-6272  
FAX: (360) 533-1983

*November 3<sup>rd</sup>, 2021*

## Request for Proposals for Emergency Solutions Grant Projects:

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### Introduction

Grays Harbor County has issued a request for proposals (“RFP”) to interested and qualified agencies to provide emergency shelter services. Applicants must submit a narrative response to the questions at the end of this RFP, a new project application, and a budget. Programs to be funded through this request include:

- Emergency shelter services for homeless youth
- Hygiene supports for Literally Homeless individuals

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 Homelessness and Washington State Department of Commerce’s Consolidated Homeless Grant Guidelines. This RFP will open **November 3, 2021 and all proposals are due no later than December 3, 2021 at 4:30 p.m.** Priority will be given to programs that demonstrate capacity and procedures 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, 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 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.

Completed 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 **December 3 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.

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

### Estimated Calendar/Timeline:

Application Process	Date
Issue RFP	October 27, 2021
Proposals Due	December 3, 2021
Proposal Subcommittee Review	December 2021
Recommendations provided to BOCC	December 2021
Agency Contract Development Process	December 2021
Approximate Service Start Date	January 1, 2021

### 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

**Ongoing program funding available– Up to \$1,152,118.05\* available for period (January 1, 2022 – June 30, 2022)**

\*Estimated budget available

Reasonable administration support will be negotiated within awarded agency contracts

Within the budget for this RFP, there are two sub-categories of services:

Programming Description	Specific Considerations	Deliverable(s)
Emergency Shelter for unaccompanied homeless youth	<ul style="list-style-type: none"> <li>• Program will be designed to provide immediate, emergency, temporary shelter to unaccompanied youth who are literally homeless.</li> <li>• Program will work to draft and facilitate family reunification or housing stability plans</li> <li>• Program will follow “Emergency Solutions Grant-COVID-19 Guidelines” AND “Office of Homeless Youth Licensed Group Care Program Guidelines” published and updated by the Department of Commerce</li> <li>• Program policies, procedures, tools and practices will enforce an accessible model with an emphasis on long-term family reunification and housing stability post shelter stay</li> </ul>	<ul style="list-style-type: none"> <li>• Operate six (6) units of emergency shelter for unaccompanied youth for stays up to 30 days</li> <li>• Serve 80 youth only households annually</li> <li>• At least 50% of shelter clients exit to permanent housing destinations</li> <li>• <b>Goal: SAFETY and ENGAGEMENT with consideration for long-term planning for family reunification and housing stability</b></li> </ul>
Hygiene and Safety Supports for Literally Homeless individuals	<ul style="list-style-type: none"> <li>• Program will be designed to provide safety and hygiene supports to literally homeless individuals including: hand washing stations, toilet access, showers, personal hygiene packs, laundry services, transportation services, etc.</li> <li>• Programs will work to inform clients about permanent services such as behavioral health services, supported employment, and SUD treatment options.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved access to safety and sanitation for literally homeless clients during the COVID-19 outbreak</li> <li>• Improve awareness of availability of housing, Behavioral Health, and SUD services available in Grays Harbor County</li> <li>• <b>Goal: SAFETY and ENGAGEMENT</b></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.

**Application process and instructions:**

Grays Harbor County is requesting proposals from eligible entities to perform homeless housing services utilizing State and local Homeless Housing funds for the approximate contract period

RFP for Emergency Solutions Grant Projects

**January 1, 2022 – June 30, 2022.** 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).

# Project Application

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*\*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):

- Emergency Shelter for Unaccompanied Youth
- Hygiene Supports for Literally Homeless Individuals

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 OR unaccompanied youth;
- 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 of 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.

- 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 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.

**(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 housing 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 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

**(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
  - Use data to demonstrate performance of similar projects serving 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
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