



Grays Harbor County
Public Health and Social Services Department
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May 29, 2020

Request for Proposals for McKinney-Vento Permanent Supportive Housing Project:

Introduction

Grays Harbor County has issued a “Request for Proposals” to interested and qualified agencies. Applicants must provide a proposal and budget that covers how their agency will provide the noted deliverables for the available program area:

- Permanent Supportive Housing for Chronically Homeless Households

Ongoing program funding available– Up to \$184,482/year* available for period (November 1, 2020 – October 31, 2022)

Permanent Supportive Housing for Chronically Homeless Households	\$134,897	<ul style="list-style-type: none"> • Program will be designed to provide permanent supportive housing to Chronically Homeless households • Program policies, procedures, tools and practices will enforce a housing first model with an emphasis on long-term housing stability planning • Program will follow “Continuum of Care Interim Rule” published as 24 CFR 574 	<ul style="list-style-type: none"> • House 16 Chronically Homeless Households with documented housing stability plans • At least 95% of clients retain or exit to permanent housing destinations • Goal: LONG TERM HOUSING STABILITY

The RFP is intended for housing providers with the necessary capacity and experience to successfully deliver services to chronically homeless households in a way that aligns with the 2019-2024 Grays Harbor Plan to Address Homelessness and U.S. Department of Housing and Urban Development’s “Continuum of Care Program Interim Rule”. The RFP will open **September 16th, 2020** and all proposals are due by **4:30 p.m. October 6th**,

2020. Priority will be given to programs who can demonstrate capacity to remove client barriers and successfully help them obtain and maintain permanent housing. In consideration for continuity of service delivery and investment into agency capacity and infrastructure priority will be given to current County contractors who wish to renew currently contracted services, provided the contractor is currently in good standing with the County.

The County reserves the rights to reject any proposal that is incomplete or does not meet the requisite qualifications or to recommend contract amounts less than the maximum budget. 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.

Calendar/Timeline:

Application Process	Date
Issue RFP	September 16, 2020
Proposals Due	October 6, 2020
Subcommittee Workshop	October 2020
Recommendations provided to Board of County Commissioners for review and approval	October 2020
Agency Contract Development Process	October 2020
Service Start Date	November 1, 2020

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 **October 6, 2020 at 4:30 p.m.** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with NEXT STEPS APPLICATION.

Any questions related to this application must be directed to:

Curtis Steinhauer, Housing Resource Coordinator

E-mail: csteinhauer@co.grays-harbor.wa

Phone: 360-500-4064

The County will respond to all questions submitted in writing to Housing Resource Coordinator within three business days. The County will post questions and answers on their website at www.healthygh.org/directory/housing.

*Maximum budget per program area is an estimate only. The County reserves the rights to reject any proposal that is incomplete or does not meet the requisite qualifications or to recommend contract amounts less than the maximum budget.

Application process and instructions:

Grays Harbor County is requesting proposals from eligible entities to provide supportive housing utilizing federal Continuum of Care funds for the contract period **November 1, 2020 – October 31, 2022. All contracts will be for twelve month periods with the option to renew 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.

Agencies who are not currently contracting with the County under Homeless Housing funds who are interested in applying for new funds must complete and submit the following information:

Part 1 – Threshold Criteria

- Experience operating programs for chronically homeless households 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
- Ability to use HMIS (Homeless Management Information System) or a comparable database system for data management
- 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 homeless service and other relevant providers
- Receive and incorporate ongoing updates, tools, and best practices from the Department of Housing and Urban Development and Grays Harbor County Public Health and Social Services
- Experience with measuring and documenting positive housing outcomes or concrete plan to increase capacity in this area
- Ability to successfully manage funding over the course of the grant term
- Applicant agrees to prioritize resources by the greatest need/vulnerability (See Coordinated Entry Policies and Procedures)
- Applicant agrees to operate the project using a low barrier, Housing First model according to the definition below, Section 2.1.3 of the Commerce Guidelines for the Consolidated Homeless Grant and as described in the USICH Housing First Checklist: September 2016:

Housing First means low barrier projects that do not have service participation requirements or preconditions to entry and prioritize rapid placement and stabilization in permanent housing. This means the projects allow entry to project participants regardless of their income, credit history, current or past substance use, history of victimization (e.g., domestic violence, sexual assault, childhood abuse), and criminal record. Participants are not terminated from the project for loss of income or failure to increase income, failure to participate in supportive services, failure to make progress toward a service plan, or any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area.

Part 2 - Scoring Criteria

All interested applicants must complete and submit a narrative responding to the below narrative criteria. Narrative should not exceed three pages.

(1) Housing First (0-20 points)

Applicants will receive points based on the extent to which the project will follow a Housing First model, based on the definition in the 'Threshold' section.

To receive full points, the applicant must:

- Demonstrate the extent of experience it has in operating a successful Housing First project or demonstrate a plan to develop the knowledge necessary to operate a successful Housing First project **and/or**
- Clearly describe a project design that meets the above definition of Housing First

(2) 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 describe:

- How 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.
- How will this program combine with other internal resources or programs to create a comprehensive housing program for chronically homeless households?

(3) Capacity and Project Readiness (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 upon the extent of the project's readiness to proceed. 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. Please describe:

- 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
- 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.

(4) 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
- 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

All applicants must also meet the following:

- (1) Submit a complete application by the deadline.
- (2) The proposed activities meet County eligibility requirements
- (3) The grant request is reasonable based upon the proposed scope
- (4) A review of their latest Independent Audit reveals no major findings unaddressed. (Evidence of agency's adequate capacity determined by the applicant's response to the Audit findings) and the receipt of the summary pages of the applicant's most recent Audit.
- (5) For applicants with current County Homeless Housing contracts, the latest Monitoring report reveals no major findings unaddressed. *(Applicants who currently have County Homeless Housing Program contracts must also include the latest monitoring report and, if appropriate, evidence of actions to clear findings or evidence findings have been cleared by the County).*
- (6) The overall application will be reviewed to determine if the new project is likely to improve the County's outcome performance and will contribute to reducing homelessness.
- (7) The project and the applicant meet or will meet the County's contracting threshold requirements as listed above
- (8) To demonstrate organizational capacity, if an applicant is currently operating County Homeless Housing funded project(s), the most recently reported performance scores for those contracts must not be substantially below the state benchmark performance scores.
- (9) The applicant has submitted all items listed below under "Proposal Components".

Part 3: Proposal Components

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

- A completed 2020-2021 Project Application "Response to Rating Criteria" and "Estimated 12 Month 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 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).

2020-2021 Project Application

Response to RFP Rating Criteria

Please complete the following narrative information in Arial 11 font. The page limit does not include responses to threshold criteria, questions 1-7 or the two pages of budget forms on the last two pages of this document. 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.

1. Applicant _____
2. Name of Project _____
4. Primary Contact/Telephone/E-mail _____
5. Other Major Partners/roles _____

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, 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.

6. Description of the Project:

2020-2021 PROJECT ESTIMATED 12 MONTH BUDGET

APPLICANT: _____ PROJECT: _____

**Note: If agency is submitting a proposal for more than one target program area please fill out a separate budget for each target program area.*

<u>Proposed Activities</u>	<u>Dollars Grant Request</u>
1. Leasing Costs	
2. Rental Assistance	
3. Supportive Services	
4. Operations	
5. Grant Request (Subtotal of lines 1-4)	
6. Administrative costs	
7. Total Grant Request (totals line 5 & 6)	

NOTES:

- The Grant Period is 12 months. Applicants awarded funds can expect to receive a GHC contract in August 2020.
- The maximum project grant request per project is outlined in the RFP document
- The budget for Administrative Costs is not included in the estimated maximum budget for each component
- Applicants awarded contracts in the competition are renewable on an annual basis pending performance and compliance review, along with all other existing renewing grants in the County.