

**Walla Walla County  
2023-25 Homeless and  
Housing Assistance RFP  
Info Session**



**Wednesday, April 19, 2023  
Via WebEx**

The Walla Walla County Department of Community Health is seeking applications from agencies to provide services related to reducing homelessness for people living in Walla Walla County and supporting a holistic and effective homeless response system. This Request for Proposals (RFP) is competitive and open to any legally constituted entities that meet the eligibility requirements specified in the application.

Fund sources include the WA State Department of Commerce Consolidated Housing Grant (CHG) and local document recording fees (2163). See materials on the website for detailed information regarding a break down of available funds.

## Timeline

The Department of Community Health reserves the right to change any dates in the RFP timeline.

Event	Date
<b>RFP released</b>	<b>Thursday, April 13, 2023</b>
Information Session	Wednesday April 19, 2023, 12 p.m.
Last day to submit questions	Wednesday, April 26, 2023
<b>Application Deadline</b>	<b>Friday, May 12, 2023, 4:59pm</b>
Scoring; site visits and interviews conducted, as needed	May 15 - May 22, 2023
Scoring Committee Recommendations to Council on Housing	May 25, 2023, 9 a.m.
Final Recommendations to Board of County Commissioners	TBD
<b>Planned Award Notification</b>	<b>Monday, June 12, 2023</b>
Contract negotiations and execution	Mid-June 2023
<b>Contract start date (pending negotiations and contract execution)</b>	<b>Saturday, July 1, 2023</b>

# Eligibility Requirements



- General Eligibility
  - Program Type
  - Alignment with 5-Year Plan
  - Adherence to State and Federal Anti-Discrimination Laws
  - Participation in HMIS and Coordinated Entry
- CHG Eligibility
  - Participation in Trainings
- Low Barrier Program Eligibility
  - Low Barrier Requirements

# Goal Alignment



1. Quickly identify and engage people experiencing homelessness through outreach and coordination between every system that encounters people experiencing homelessness.
2. Operate an effective and efficient homeless crisis response system that swiftly moves people into stable permanent housing.
3. Prioritize housing for people with the greatest need.
4. Track and publish data regarding homelessness in Walla Walla County.
5. Address disparities among people experiencing homelessness and create resources to meet the needs of priority populations.

## Project Type Categories

Allowable project types for this RFP are as follows:

Coordinated Entry (CE)	Crisis response system coordination for a more effective and strategic response to homelessness.
Outreach	A strategy for engaging people experiencing homelessness who are otherwise not accessing services for the purpose of connecting them with emergency shelter, housing, or other critical services.
Rental Assistance/Rapid Rehousing (RA/RRH)	Quickly moves households from homelessness into permanent housing by providing housing identification services, financial assistance, case management and services.
Housing & Essential Needs (HEN)	Provides access to essential needs items and potential rental assistance for low-income individuals who are unable to work for at least 90 days due to a physical and/or mental incapacity.
Permanent Supportive Housing (PSH)	Subsidized, non-time-limited housing with support services for households experiencing chronic homelessness that include a household member with a permanent disability. Support services must be made available, but participation is voluntary.
Shelter	Short-term temporary shelter (lodging) for those experiencing homelessness. Although clients are not required to be exited on a timeline, programs are typically designed and intended to provide temporary shelter for short-term stays: up to 90 days.

# Performance Measures

*How we know the desired result is achieved*

Increased **exits to permanent housing** – state targets include 50% for emergency shelter, 80% for transitional housing, 80% for rapid rehousing, and 95% for permanent supportive housing

Reduced **returns to homelessness** after exits to permanent housing

Reduced average **length of time experiencing homelessness**

**Data** is collected and reported accurately

Participation in **HMIS** and **Coordinated Entry**

# Application Submission

**Applications are due by 4:59 p.m. on Friday, May 12, 2023**

Applications Must Include:

- Completed application workbook
- Attach organization's most recent fiscal audit\*
- Attach a copy of your organization's General Liability and Insurance Certificate
- For nonprofits
  - Copy of organization's IRS Form 990
  - Attach a copy of your organization's 501©3 Tax Exempt Letter (for nonprofits)
  - Board documents (for nonprofits) – List of board members, charters/bylaws

**Applications must be submitted via email to [ContractsDCH@co.walla-walla.wa.us](mailto:ContractsDCH@co.walla-walla.wa.us) with 2023-25 Homeless and Housing Assistance RFP in the subject line.**

*If submitting multiple proposals, please submit a separate RFP application for each specific program type – request for funds must be clearly delineated between applications.*



Application and attachments available on our main page of the website: [https://www.co.walla-walla.wa.us/government/health\\_department/](https://www.co.walla-walla.wa.us/government/health_department/)

## Homeless Housing

Home

Monkeypox

COVID-19

About Us

Advisory Boards and Councils

Behavioral Health

Business Office

Children and Youth with Special Health Care Needs

Clinical and Preventative Services

Community Resources

Developmental Disabilities

Emergency Preparedness

Environmental Health

Food Safety

Events Calendar

Health Education

Healthy Aging

Homeless Housing

Maternal & Child Health

Oral Health

[Home](#) | [Offices & Departments](#) | [Community Health](#) | [Homeless Housing](#)

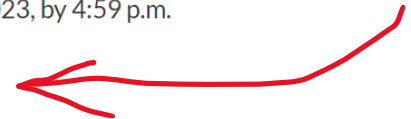
ARE YOU HOMELESS OR ABOUT TO BECOME HOMELESS? CLICK HERE.

ESTA SIN HOGAR O ESTA A PUNTO DE QUEDARSE SIN HOGAR? HAGA CLIC AQUI.

## 2023-2025 Homeless Housing Assistance RFP Open to the Public

The Walla Walla County Department of Community Health is issuing a Request for Proposal (RFP) and invites applicants capable of providing services related to reducing homelessness for people living in Walla Walla County and supporting a holistic and effective homeless response system. An information session will be held on Wednesday, April 19<sup>th</sup> at 12:00 p.m. via Webex. The information session will be recorded and posted on the WWCDCH website. The deadline to apply is Friday, May 12<sup>th</sup>, 2023, by 4:59 p.m.

[Information Session](#)  
[Homeless Housing and Assistance Program Request for Proposals](#)  
[Homeless Housing Assistance Application](#)



# Program Description Questions

## A. Program Description Questions

1. What is the specific problem/issue that the program will address?
2. Is this program ready to proceed immediately?
3. For outreach projects: Are you willing and able to perform targeted street outreach in collaboration with the Coordinated Entry System?
4. Describe all key activities for the program, and the specific improvements that will be made and services that will be provided through said activities.
5. Indicate which (if any) activities are new for your agency. Please detail a start-up timeline for each new activity.
6. Include the anticipated number of unduplicated clients to be served annually for each activity.
7. Describe how the delivery of your program is in alignment with existing best practices. Site peer-reviewed research backing up best practices if possible.
8. Briefly describe the role of all key personnel who will contribute significantly to program coordination and service delivery.
9. Indicate which zip codes will be served by your program. If applicable, briefly highlight any specific geographic areas of focus within those zip codes.

# Program Description Rating Criteria

## A. Program Description Rating Criteria (20 points)

- Applicant describes a strong understanding of the issues they intend to address, the results they are seeking to improve said issues, and the strategies they are implementing to achieve said results.
- Programs are ready to fund, with a clearly established plan of action.
- Strategies are informed by thoughtful reflection and awareness of best practices.
- For outreach projects, the agency is willing and able to perform targeted street outreach in collaboration with the Coordinated Entry program.

# Population Description Questions

## B. Population Description Questions

1. Describe the specific population(s) that the program intends to serve.
2. Describe the experiences of the specific population(s) that the program intends to serve.
3. Identify the strengths, assets, challenges, and concerns of the specific population(s) the program intends to serve.
4. Describe how the program will reach the priority population(s), and how it will address any barriers that might prevent access to services (e.g., language, transportation, cultural differences).

# Population Description Rating Criteria

## B. Population Description Rating Criteria (10 points)

- Applicant describes a strong understanding of the population(s) they intend to serve, and an understanding of their unique characteristics, experiences, strengths, needs, and concerns.
- Populations to be served are from the priority populations identified in the 5-Year Plan. If the applicant intends to serve populations not listed as priority populations in the 5-Year Plan, the response includes specific details and quantitative or qualitative data clearly describing a significant need among that population.
- Applicant describes how priority population(s) will be reached and how potential barriers to accessing services will be addressed.

# Goal Alignment Questions

## C. Goal Alignment Questions

1. Identify which of the following goals the program addresses:
  - a) Quickly identify and engage people experiencing homelessness through outreach and coordination between every system that encounters people experiencing homelessness.
  - b) Operate an effective and efficient homeless crisis response system that swiftly moves people into stable permanent housing.
  - c) Prioritize housing for people with the greatest need.
  - d) Track and publish data regarding homelessness in Walla Walla County.
  - e) Address disparities among people experiencing homelessness and create resources to meet the needs of priority populations.
2. Describe how the program addresses the goal(s).

# Goal Alignment Rating Criteria

## C. Goal Alignment Rating Criteria (20 points)

- Program adequately addresses at least one of the goals outlined in the RFP.
- Description of how the goal is addressed is included in the program description.

# Data and Fiscal Management Questions

## D. Data and Fiscal Management Questions

1. Describe your organization's experience and capacity to collect and manage data, including confidential data.
2. What challenges does your organization experience in collecting and managing data?
3. For organizations currently using HMIS: HMIS data will be reviewed when available as part of the application process. If you would like to supply additional information or data to explain or supplement the data collected in HMIS, you are invited to do so.
4. Describe your organization's financial management system. How does your organization establish and maintain accounting principles to safeguard all funds that may be awarded under the terms of this funding opportunity?
5. Attach the results of your organization's most recent fiscal audit. If your organization does not have audited financial statements, upload the most recent year-end financial statements.
6. Attach a copy of your organization's General Liability and Insurance Certificate.
7. For non-profits:
  - a. Attach a copy of your organization's IRS Form 990
  - b. Attach a copy of your organization's 501©3 Tax Exempt Letter



# Data and Fiscal Management Rating Criteria

## D. Data and Fiscal Management Rating Criteria (10 points)

- Applicant understands current organizational capacity to collect and manage data.
- Applicant understands current data being collected.
- Applicant can identify current organizational barriers to effective data collection.
- HMIS data to be reviewed for agencies when available:
  - Exits to positive destinations
  - Returns to homelessness
  - Percent unsheltered served
  - Length of time experiencing homelessness
- All necessary forms are submitted.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles. If applicant lacks fiscal management capabilities, applicant identifies fiscal sponsor and describes their fiscal management system.

# Capacity and Experience Questions

## E. Capacity and Experience Questions

1. Describe your organization's past success in providing the program you are applying for. If your agency has no experience delivering this program, describe any related experience and a plan for development of service capacity.
2. Describe relevant trainings that program staff currently participate in.

# Capacity and Experience Rating Criteria

## E. Capacity and Experience Rating Criteria (10 points)

- Organization has proven experience that lends itself to future success with the implementation of the program.
- Staff are provided with the resources needed to be successful in their roles.

# Partnerships and Collaborations Questions

## F. Partnerships and Collaborations Questions

1. Will your organization partner with other organizations to deliver on the activities of the program?
2. If the answer above was yes:
  - a) Describe your partnerships, including the names of organizations.
  - b) How will this/these collaboration(s) enhance services to benefit clients?
  - c) How will this/these collaboration(s) streamline services and build efficiencies?
  - d) Include a signed letter of intent from the collaborating agency(ies) confirming this collaboration will exist as described.

# Partnerships and Collaborations Rating Criteria

## F. Partnerships and Collaborations Rating Criteria (20 points)

- Applicant describes effective partnerships that enhance service quality, minimize duplication, and amplify available resources.
- Applicant describes clear partnership responsibilities in delivering services, managing data, and reporting.
- Applicant describes ability to oversee and monitor partner agency activities to ensure accountability in shared work.
- Applicant describes how collaboration benefits program participants.
- Applicant submitted signed letters of intent from partners.
- Applicant describes how participants will be referred to other programs and agencies in a proactive, seamless, participant-friendly manner.

# Budget Questions

## G. Budget Questions

1. Complete tab 4 of the 2023-2025 Homeless and Housing Assistance Application workbook for each activity in your proposal. The costs reflected in the budget should be for the activity(ies) you are applying for, not your total agency budget. List expenses in your budget, including the other resources and amounts that will be used to support the participants served by this activity in the appropriate column of the budget worksheets. The Outside Funding column is for other grants, dedicated funding sources, or listing funds provided through your agency's fundraising mechanisms.
2. Describe the sustainability of the other funding sources listed in your budget supporting the activity(ies).

# Budget Rating Criteria


## G. Budget Rating Criteria (10 points)

- Budget items are reasonable and appropriate given the nature of the service, the priority populations, and the proposed level of service.
- The proposed program is cost effective given the type, quantity, and quality of services.
- Applicant identifies additional fund sources, outside of this funding opportunity, that support the provision of services described in the proposal. Provides evidence that those funds are sustainable.
- Key staff identified in section A. Program Description are all funded.

# Questions?

## Thank you!

**ContractsDCH@co.walla-walla.wa.us**



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