

Walla Walla County
Department of Community Health



Homeless Housing and Assistance Program Request for Proposals

April 12, 2023

Grant Cycle July 1, 2023 – June 30, 2025

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Section 1: RFP Overview

Introduction

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 this application.

Homeless Housing and Assistance RFP is focused on reducing homelessness in our community through five goals identified by the state and adopted by Walla Walla County:

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.

Programs wishing to apply must:

- 1. Address at least one of the goals listed above**
- 2. Must be supported by available funding streams, and**
- 3. Must be prepared and willing to participate in the homeless management information system (HMIS), if required by the county**

Recommendations regarding funding will be made by the Homeless and Housing Assistance RFP Evaluation Committee, an independent committee of reviewers who will provide scores for all applications submitted by the deadline, **May 12, 2023**. Those recommendations will be given to the Board of County Commissioners, who will make the final decisions on funding.

The Board of County Commissioners (BOCC) anticipates funding 5 to 12 proposals. Initial awards will be made for the period of July 1, 2023, to June 30, 2025. Selected proposals will be given two-year contracts (July 1, 2023, through June 30, 2025) with one year of initial funding (July 1, 2023, through June 30, 2024). Funding for the second year will be contingent upon performance and funds availability.

Walla Walla County will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this funding opportunity or in complying with any subsequent request by the Department of Community Health for information or participation throughout the evaluation and selection process.

If you have questions about this RFP, please email Sam Jackle at ContractsDCH@co.walla-walla.wa.us with 2023-25 Homeless and Housing Assistance RFP in the subject line.

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.

Organizations may apply for more than one type of program. **Organizations wishing to apply for multiple programs or applying for programs that are eligible for more than one of the above categories are required to fill out a separate RFP application for each of the specific programs/program types. Separate RFPs should not contain overlapping content – requests for funds must be clearly delineated between applications.**

Funding

Approximately \$6,098,363 is expected to be available through this RFP from the following sources:

Fund	Source	Estimated RFP Amount
WA State Dept. of Commerce Consolidated Housing Grant (CHG) – Base	State	\$353,115
CHG Grant – Eviction Prevention	State	\$4,277,797
CHG Grant – Housing and Essential Needs (HEN)	State	\$488,388
2163 Funds	Local	\$750,000
	Total	\$5,943,300

Below are the estimated funds available for each project type. Funding amounts and categories are determined by the strategy defined in the 5-Year plan, as well as restrictions on available funds sources.

Funding Source Available by Project Type			
Project Type	CHG Base & 2163	CHG Eviction Prevention	CHG HEN
Coordinated Entry	\$188,115		
Outreach	\$75,000		
Rental Assistance	\$235,000		
Eviction Prevention		\$4,277,797	
Housing & Essential Needs			\$488,388
Transitional or Permanent Supportive	\$315,000		
Shelter	\$290,000		

Timeline

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

Event	Date
RFP released	Thursday, April 13, 2023
Information Session	Wednesday April 19, 2023, 12 p.m.
Last day to submit questions	Wednesday, April 26, 2023
Application Deadline	Friday, May 12, 2023, 4:59pm
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
Planned Award Notification	Monday, June 12, 2023
Contract negotiations and execution	Mid-June 2023
Contract start date (pending negotiations and contract execution)	Saturday, July 1, 2023

Information Session

The information session is optional, free, and open to any interested applicants. There will be a brief overview, as well as an opportunity to ask questions. The session will be recorded and a link to the recording will be made available on the website.

Information Session
Date: Wednesday April 19, 2023
Time: 12:00 p.m.
Location: Online – Webex (call in option available)

Details on how to call into the Information Session will be sent to the Walla Walla Council on Housing and Community Partner email lists. Call-in information and a link to the recording will be made available at: https://www.co.walla-walla.wa.us/government/health_department/homeless_housing.php

If you have additional questions about this RFP, please email Sam Jackle at ContractsDCH@co.walla-walla.wa.us with 2023-25 Homeless Housing and Assistance RFP in the subject line.

Results-Based Accountability

The Walla Walla County Department of Community Health is committed to identifying and supporting effective programs. All projects resulting from this funding opportunity are expected to contribute towards an **effective homeless response system that prioritizes and focuses first on putting people into stable housing.**

Effectiveness will be determined through assessment of outcomes. All recipients will be required to track services appropriately in HMIS and comply with any additional reporting requirements requested by the Department of Community Health. Outcomes will be assessed on the following criteria:

Program Accountability	<p>Priority populations identified by the State</p>	<p>Individuals and households experiencing unsheltered homelessness and/or fleeing violence</p>
	<p>5-Year Plan Goals</p>	<p>Quickly identify and engage people experiencing homelessness through outreach and coordination between every system that encounters people experiencing homelessness</p> <p>Operate an effective and efficient homeless crisis response system that swiftly moves people into stable permanent housing</p> <p>Support the development of adequate affordable housing and permanent supportive housing</p> <p>Track and publish data regarding homelessness in Walla Walla County</p> <p>Address disparities among people experiencing homelessness and create resources to meet the needs of priority populations</p>
	<p>Performance Measures <i>How we know the desired result is achieved</i></p>	<p>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</p> <p>Reduced returns to homelessness after exits to permanent housing</p> <p>Reduced average length of time experiencing homelessness</p> <p>Data is collected and reported accurately</p> <p>Participation in HMIS and Coordinated Entry</p>

Fiscal Accountability	<p>Expectations</p>	<p>Administrative expenses do not exceed 6% of total expenditures</p> <p>Funds are evenly disbursed throughout the contract period, or program communicates a clear understanding of how to maintain their operating costs once the grant funds have been utilized</p> <p>For Rental Assistance, HEN, and PSH contracts, rental assistance is a minimum of 67% of total expenditures</p> <p>Reimbursement paperwork is submitted by the 10th of every month</p> <p>Reimbursement requests are submitted with minimal errors</p> <p>Submitted reimbursement requests are allowable per the funding source and the contract, grant recipients understand the scope of allowability for their funding</p>
	<p>Performance Measures <i>How we know the desired result is achieved</i></p>	<p>Administrative expenses do not exceed 6% of total expenditures</p> <p>For Rental Assistance, HEN, and PSH contracts, rental assistance is a minimum of 67% of total expenditures</p> <p>Less than 25% of reimbursement requests are submitted late over the length of the contract period</p> <p>Less than 25% of reimbursement requests need to be resubmitted due to clerical errors over the length of the contract period</p>

Section 2: Eligibility Requirements

Programs applying for any of the funds in this RFP must first meet the basic minimum eligibility requirements detailed below.

Eligible Applications

Projects must be located in Walla Walla County. To be considered for funding, applicants must meet one or more of the following criteria:

- City government
- Other governmental entity
- Nonprofit organization
- Housing Authority
- Federally recognized Indian tribe in the state of WA

Program Type

The following program types must be in alignment with state guidelines and best practices:

- Coordinated Entry (CE)
- Outreach
- Rental Assistance/Rapid Rehousing (RA/RRH)
- Housing & Essential Needs (HEN)
- Permanent Supportive Housing (PSH)
- Shelter

Adherence to State and Federal Anti-Discrimination Laws

Program must adhere to relevant State and Federal anti-discrimination laws:

- Program ensures equal access for people experiencing homelessness regardless of race, national origin, gender identity, sexual orientation, marital status, age, veteran or military status, disability, or the use of an assistance animal
- Programs designed to serve families with children experiencing homelessness ensure equal access regardless of family composition and regardless of the age of a minor child
- Programs that operate gender segregated facilities allow the use of facilities consistent with the person's gender expression or identity

Participation in HMIS and Coordinated Entry

Program must be participating or able to guarantee future participation in HMIS and Coordinated Entry.

CHG Eligibility Requirements

Programs receiving CHG funds have the following additional requirements:

Participation in Trainings

CHG recipients are required to send program staff identified by Walla Walla County to the following trainings at least every three years:

- Trauma Informed Services
- Mental Health First Aid
- Supporting survivors of domestic violence
- Local coordinated entry policies and procedures as required by lead CE entity
- Fair Housing
- Housing First
- Rapid Re-Housing
- Progressive Engagement and Problem-Solving (Diversion)

Low Barrier Program Eligibility Requirements

Low barrier programs must have flexible intake schedules and require minimal documentation. At minimum, homeless households are not screened out based on the following criteria:

- Having too little or no income
- Having poor financial credit or financial history
- Having poor or lack of rental history
- Being involved with the criminal justice system
- Having active or a history of alcohol and/or substance use

- Having a history of victimization
- The type or extent of disability-related services or supports that are needed
- Lacking ID or proof of US Residency Status
- Other behaviors that are perceived as indicating a lack of “housing readiness,” including resistance to receiving services

Low barrier programs must meet the following criteria:

- Expectations must be realistic and clear
- Rules and policies must be narrowly focused on maintaining a safe environment and avoiding exits to homelessness
- There can be no work or volunteer requirements
- Programs that require households to pay a share of rent allow reasonable flexibility in payment

Households cannot be terminated from the program for the following reasons:

- Failure to participate in supportive services or treatment programs
- Failure to make progress on a housing stability plan
- Alcohol and/or substance use in and of itself is not considered a reason for termination

Section 3: Application

Submission Instructions and Deadline

Completed applications are due by Friday, May 12, 2023, 4:59pm

Applications must be submitted via email to ContractsDCH@co.walla-walla.wa.us with Homeless and Housing Assistance RFP in the subject line. Application workbook should be submitted as a complete Excel workbook, with any related attachments (i.e., letters of support, any requested docs, etc.). Applicants are welcome to type responses directly into the workbook or copy and paste responses into the workbook from a Word document. Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in this funding opportunity will not be accepted or reviewed for funding consideration.

Applicants must ensure applications are received by the Walla Walla County Department of Community Health by the deadline. It is advisable to complete the application several hours prior to the deadline in case applicants encounter issues with internet connectivity which impact their ability to upload documents. Walla Walla County is not responsible for ensuring that applications are received by the deadline.

Organizations wishing to apply for multiple programs or applying for programs that are eligible for more than one of the funded categories are required to fill out a separate RFP application for each of the specific programs/program types.

Website link: https://www.co.walla-walla.wa.us/government/health_department/homeless_housing.php

Required Agency Information

The following information will be required for the application:

1. Organization information (name, address, phone, website, federal tax ID)

2. Primary organization contact information (name, title, phone, email)
3. Type of organization
4. Program name
5. Program type
6. Amount requested
7. (For nonprofits) Board documents (List of Board Members, charter, bylaws)

Proposal Narrative and Rating Criteria

A. Program Description
<p>Questions</p> <ol style="list-style-type: none"> 1. What is the specific problem/issue that the program will address? 2. Is this program ready to proceed immediately? 3. For outreach projects: <ol style="list-style-type: none"> a. 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.
<p>Rating Criteria</p> <p>A strong application meets all the criteria below:</p> <ul style="list-style-type: none"> • 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.
<p>Total Points for Section: 20</p>
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).

Rating Criteria

A strong application meets all the criteria below:

- 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.

Total Points for Section: 10

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).

Rating Criteria

A strong application meets all the criteria below:

- 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.

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

Rating Criteria

A strong application meets all the criteria below:

- 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.

Total Points for Section: 10

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.

Rating Criteria

A strong application meets all the criteria below:

- 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.

Total Points for Section: 10

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:

<ul style="list-style-type: none"> 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.
<p>Rating Criteria</p> <p>A strong application meets all the criteria below:</p> <ul style="list-style-type: none"> • 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. <p>Applicant describes how participants will be referred to other programs and agencies in a proactive, seamless, participant-friendly manner.</p>
<p>Total Points for Section: 20</p>
<p>G. Budget</p>
<p>Questions</p> <ol style="list-style-type: none"> 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).
<p>Rating Criteria</p> <p>A strong application meets all the criteria below:</p> <ul style="list-style-type: none"> • 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. <p>Key staff identified in section A. Program Description are all funded.</p>
<p>Total Points for Section: 10</p>