

Yakima County Department of Human Services



# ESG-CV Request for Proposal

Projected Award Date: January 18, 2022

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## Section 1: RFP Overview

### Introduction

These ESG-CV funds must be used to prevent, prepare for, and respond to coronavirus among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus. Requirements at 24 CFR Part 576 will apply to the use of these funds, unless otherwise provided by the alternative requirements and flexibilities established under the CARES Act, this Notice, or subsequent waivers, amendments, or replacements to this Notice.

Programs wishing to apply must:

1. **Address at least one of the 5-Year Plan goals.**
2. **Must address identified allowable project types and provide an action plan to deliver services under specified project.**
3. **Must prevent, prepare for, and respond to coronavirus among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.**
4. **Must include a budget that with allowable expenses identified within the action plan.**

Recommendations regarding funding will be made by the Competitive Process Scoring Committee (CPSC), an independent committee of five reviewers who will provide scores for all applications submitted by the deadline, **8:00 AM December 13, 2021**. Submitted proposals will have an independent blind review by the CPSC. Requests for results of scoring will follow the public records request process for Yakima County. Feedback on scoring will be provided to each submission via email within 30 days of award.

**Awards will be made for the period of January 2022 – September 31, 2022.**

**If you have questions about this RFP, please email the Department of Human Services at [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us).**

### Project Type Categories

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 below categories are required to fill out a separate RFP application for each of the specific programs/program types.

#### 1. Outreach

Outreach activities funded with ESG-CV must be consistent with CDC guidance related to street outreach and engaging people at increased risk of severe illness when contracting coronavirus, as well as established best practices.

##### *1.1 Street Outreach*

Street Outreach meets the immediate needs of households experiencing unsheltered homelessness by connecting them with emergency shelter, housing, and/or critical health services.

ESG-CV funds may be used for costs of providing essential services necessary to reach out to households experiencing unsheltered homelessness and connect them with emergency shelter, housing, or critical services.

ESG-CV funding for street outreach to respond to COVID-19 may include providing masks, hand sanitizer, and soap to households experiencing unsheltered homelessness; outfitting staff with personal protective equipment; coordinating medical care and other support services; providing transportation for program participants to travel to and from medical care, and other needed services; hazard pay; and providing reasonable incentives to volunteers (e.g. cash or gift cards) who are helping to provide necessary services during the coronavirus outbreak.

### *1.2 Hygiene Services*

ESG-CV funds may be used for costs of providing urgent, non-facility-based care to unsheltered households who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. To this end, funds may be used for portable hygiene services and the staffing, equipment, supplies and services to clean and maintain these facilities to support households experiencing unsheltered homelessness. Examples include handwashing stations and bathrooms (e.g. porta potties), shower trucks with soap and shampoo, and laundry services including mobile laundry trucks.

## 2. Shelter

Emergency shelter activities funded with ESG-CV should be in alignment with recommended guidance to effectively manage infectious disease within the shelter during coronavirus. ESG-CV funding for emergency shelter to respond to COVID-19 may include providing cleaning supplies; personal protective equipment for staff and program participants; portable hygiene services; volunteer incentives; hazard pay; furnishings such as room dividers and cots; and costs associated with providing transportation for program participants to travel to and from medical care, and other needed services.

### *2.1 Day Shelter Services*

Day Shelter means any facility providing daytime shelter with the primary purpose of meeting basic needs for persons experiencing homelessness or connecting them to services. This includes connections to CE, other services, or problem solving to meet the person's housing needs.

### *2.2 Overnight Shelter Services*

Overnight Shelter means any facility with the primary purpose of providing temporary overnight shelter for persons experiencing homelessness that does not require occupants to sign leases or occupancy agreements. Overnight Shelters provide short-term beds for households.

## 3. Rental Assistance

Rapid Re-Housing and Homelessness Prevention Assistance includes rent assistance and housing relocation and stabilization services for households experiencing homelessness and households at-risk of homelessness based on the household's housing status at the time of program entry.

### *3.1 Domestic Violence Rapid Rehousing*

Rapid Re-Housing assistance is available for persons who are literally homeless according to HUD's definition in Household Eligibility.

### *3.2 Domestic Violence Prevention*

Homelessness Prevention assistance is available for persons who are at imminent risk of homelessness or at-risk of homelessness according to HUD's definition in Household Eligibility.

### *3.3 Landlord Incentives*

ESG-CV may be used to pay for landlord incentives that are reasonable and necessary to assist households in obtaining housing. Grantees may not use ESG-CV funds to pay the landlord incentives an amount that exceeds three times the rent charged for the unit. Landlord incentives can include signing bonuses, security deposits, costs to repair damages, and extra cleaning fees.

## Education, Performance and Monitoring

The County is responsible for monitoring the performance of its sub grantees for compliance with the terms of their grant agreements. In carrying out this responsibility, the county will help sub grantees

identify problems or potential problems related to financial sustainability, program implementation, help identify the causes of those problems, and help sub grantees correct them.

Whenever possible, deficiencies will be corrected through discussion, negotiation, and technical assistance. By proactively identifying and correcting any compliance issues, the likelihood of providing high quality, cost-effective services increase dramatically.

### Funding

Approximately \$4,300,000 is expected to be available through this RFP from the ESG-CV grant, to projects within the categories described above.

### Timeline

The Human Services Department reserves the right to change any dates in the RFP timeline.

Event	Date
<b>RFP released</b>	<b>November 16, 2021</b>
Information Session #1	December 6, 2021
Last day to submit questions	December 10, 2021
<b>Application Deadline</b>	<b>December 13, 2021, 8:00 AM</b>
CPSC scoring; site visits and interviews conducted, as needed	December 13 - January 3
<b>Planned Award Notification</b>	<b>January 18, 2022</b>
Awards accepted by Providers	January 19, 2022
Contracts signed by Providers and submitted to Yakima County	January 25, 2022
Contracts signed by Board of County Commissioners	<b>February 1, 2022</b>

### Technical Assistance

Information Sessions are optional, free, and open to any interested applicants. Due to COVID-19, informational sessions will be held online.

Information Session #1	Information Session #2
Date: December 6, 2021 Time: 9am-10am Location: Online – Zoom Call (Registration Required)	Date: December 6, 2021 Time: 2pm-3pm Location: Online – Zoom Call (Registration Required)

*Request an invitation for the online informational session by emailing: [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us)*

*Responses to questions will be published at: [www.yakimacounty.us/2333/Human-Services](http://www.yakimacounty.us/2333/Human-Services)*

*Technical Session Q & A session will be held to supply answers and clarifications to those that can attend.*

Questions about the application can be emailed at any time to [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us).

### Results-Based Accountability

Alignment will be determined through assessment of outcomes. All funded providers will be required to track services appropriately in HMIS and comply with any additional reporting requirements requested by the Human Services Department. Outcomes will be assessed on the following criteria:

<b>Population Accountability</b>	<b>Priority populations identified by the State</b>	Individuals and households experiencing <b>unsheltered homelessness</b> and/or <b>fleeing violence</b>
	<b>Priority populations identified by the 5-Year Plan</b>	Individuals experiencing chronic homelessness, Victims of Domestic Violence, Youth and Young adults, Unaccompanied youth, Veterans, Families with children, and Individuals over the age of 62 years
	<b>Performance Measures</b> <i>How we know the desired result is achieved</i>	Reduction of <b>priority populations</b> experiencing homelessness to functional zero  HMIS Data quality review to ensure identified target populations are receiving services  Agreed contract terms, federal and state guidelines

<b>Program Accountability</b>	<b>5-Year Plan Goals</b> <i>Goals developed by our community reflecting opportunities and needs within Yakima County, in alignment with State Objectives</i>	<p><b>Quickly identify and engage</b> people experiencing homelessness through <b>outreach and coordination</b> between every system. Provide an interdisciplinary, member centered approach that supports individuals and families from crisis and to supported stability</p> <p>Operate an effective and efficient homeless crisis response system that effectively moves people into <b>stable permanent housing</b></p> <p>Support the development of <b>adequate affordable housing</b> and <b>permanent supportive housing</b></p> <p><b>Track and review data while addressing areas of concern that are coordinated</b></p>
	<b>Performance Measures</b> <i>How we know the desired result is achieved</i>	<p>Increased <b>exits to permanent housing</b></p> <p>Reduced <b>returns to homelessness</b> after exit to permanent housing</p> <p>Reduced average <b>length of time experiencing homelessness</b></p> <p>Participation in <b>HMIS</b> and <b>Coordinated Entry</b></p>

<b>Fiscal Accountability</b>	<b>Expectations</b>	<p>Administrative expenses <b>do not exceed 6%</b> of total expenditures</p> <p>Funds are evenly <b>disbursed throughout the contract period</b>, 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, <b>rental assistance is a minimum of 67%</b> of total expenditures</p> <p>Reimbursement paperwork is submitted by the <b>10<sup>th</sup> of every month</b></p> <p>Reimbursement requests are submitted with <b>minimal errors</b></p> <p>Submitted reimbursement requests are allowable per the funding source and the contract, grant recipients understand the scope of <b>allowability for their funding</b></p>
	<b>Performance Measures</b> <i>How we know the desired result is achieved</i>	<p>Administrative expenses <b>do not exceed 6%</b> of total expenditures</p> <p>For Rental Assistance, HEN, and PSH contracts, <b>rental assistance is a minimum of 67%</b> of total expenditures</p> <p><b>Less than 25%</b> of reimbursement requests are submitted late over the length of the contract period</p> <p><b>Less than 25%</b> 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 established by the Federal Housing Authority, the State of Washington, and the Yakima County 5-Year Plan.

### Program Type

Program must be in alignment with the projects supported by funding stream and identified in Project Type Categories section above.

### 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

## Section 3: Application

### Submission Instructions and Deadline

**Completed applications are due by 8:00 AM December 13, 2021.**

Applications must be emailed to [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us). 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 Human Services Department by the deadline. It is advisable to complete application several hours prior to the deadline in case applicants encounter issues with internet connectivity which impact ability to upload documents. Yakima 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 type.

### Required Agency Information

The following information will be required for the application:

1. Organization information (name, address, phone, fax, website, federal tax ID, DUNS number)
2. Program name
3. Type of program
4. Amount requested
5. Applicant information (name, title, phone, email)
6. Primary organization contact information (name, title, phone, email)
7. Type of organization
8. Type of program
9. Program address(es)
10. (For nonprofits) Board documents (List of Board Members, charter, bylaws)

### Proposal Narrative and Rating Criteria

<b>Scope &amp; Goal Alignment</b> Project goals and intended outcomes are clearly identified including persons to be served and/or the use and purpose of the facility. The application includes a clear description of how funds will meet the described need and address the requirement to prevent, prepare for, and respond to coronavirus among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus	<b>10 pts.</b>
<b>Project Timeline</b> Projects that can start within 20 days of award or are currently established.	<b>10 pts.</b>
<b>Sustainability Plan</b> The agency has sufficient staff and experience to successfully maintain, monitor with additional funding sources identified to maintain operations for an identified period of time outside of contract terms.	<b>15 pts.</b>
<b>Funding and Funding Sources</b>	<b>15 pts.</b>



Project budget and funding priorities are clearly stated and consistent throughout the application. The applicant is requesting funds from other funding sources. The overall funding strategy for the project is realistic. If additional funding sources are needed to complete the project, projects have additional funding sources committed. Projects that have uncommitted funds may receive a lower score.	
<b>Annual Operations &amp; Maintenance</b> The annual maintenance and operations costs of this project are reasonable. There are other funds (non ESG-CV) committed to pay for on-going maintenance and operations.	<b>10 pts.</b>
<b>Project Management</b> The agency has sufficient staff and experience to successfully monitor and complete the project. Submission of CV/Resumes will be required.	<b>5 pts.</b>
<b>Eligibility</b> Applicant has clear processes to ensure the benefit from the proposed project are residents of Yakima County Consortium cities and towns and/or unincorporated Yakima County.	<b>10 pts.</b>
<b>Fiscal Management</b> Applicant has policies and procedures in place for financial Operations, addresses the framework the organization follows for internal controls and has described agency's financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. If applicable, applicant provides plan to address difficulties on their ability to manage their programs. Applicants that have been in any form of bankruptcy within the last seven years and/or have any legal actions or potential lawsuits pending, may receive a lower score.	<b>10 pts.</b>
<b>TOTAL POINTS</b>	<b>85 pts.</b>