Yakima County Department of Human Services

Homeless Housing and Assistance Program Request for Proposal

March 31, 2022

Grant Cycle July 1, 2022 – June 30, 2024

Contents

Section 1: RFP Overview

Introduction

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

Homeless Housing and Assistance Program RFP is focused on reducing homelessness in our community through five goals identified by our 5-Year Plan:

Goal 1: Quickly identify and engage people experiencing homelessness through outreach and coordination between every system that encounters people experiencing homelessness

Goal 2: Operate an effective and efficient homeless crisis response system that swiftly moves people into stable permanent housing

Goal 3: Support the development of adequate affordable housing and permanent supportive housing

Goal 4: Track and publish data regarding homelessness in Yakima County

Goal 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 5-Year Plan goals.**
2. **Must be supported by available funding streams, and.**
3. **Must be identified in the 5-Year Plan.**

Recommendations regarding funding will be made by the Competitive Process Scoring Committee (CPSC), an independent committee of seven reviewers who will provide scores for all applications submitted by the deadline, **May 1, 2022**, 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 15 to 25 proposals. Initial awards will be made for the period of July 1, 2022, to June 30, 2024. While it is the County's intention to renew

agreements resulting from this funding opportunity through June 30, 2022, future funding will be contingent upon performance and funding availability.

Yakima 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 Human Services Department for information or participation throughout the evaluation and selection process.

If you have questions about the 2022 Homeless Housing and Assistance Program RFP, please email the Department of Human Services at HumanServices@co.yakima.wa.us.

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 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.
Capital Project	Short-range plan identifying capital projects and equipment purchases. Prioritization will be considered for projects that create additional Permanent Supportive Housing units.

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	RFP Amount
CHG Grant – Base	State	$455,000
CHG Grant – Rent Assistance	State	$943,827
CHG Grant – Permanent Supportive Housing (PSH)	State	$409,536
CHG Grant – Housing and Essential Needs (HEN)	State	$2,780,000
2163 Funds	Local	$1,510,000
	Total	$6,098,363

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.

Project		Funding Source				
Project Type	Population Served	CHG Base	CHG PSH	CHG Rent	CHG HEN	2163
Coordinated Entry	Adults	$90,000				
	Young Adults	$15,000				
Outreach	All County	$130,000				
	One-Year Outreach Project	$100,000				
Rental Assistance	All County			$927,827		
	Veterans			$16,000		
Housing & Essential Needs	HEN Certified				$2,780,000	
Permanent Supportive	PSH Residents		$409,536			
Shelter/Sanctioned Encampment	Emergency Shelter					$700,000
	DV Shelter					$250,000
	EWWS – All County					$160,000
	Youth and Young Adults	$120,000				
Capital project	All County					$400,000

Timeline

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

Event	Date
RFP Q+A at the Yakima County Homeless Coalition meeting	Tuesday, March 15, 2022
RFP released	**Thursday, March 31, 2022,**
Information Session #1	Tuesday April 12, 2022 – 10am
Information Session #2	Thursday April 14, 2022 – 4pm
Last day to submit questions	Wednesday, April 27, 2022
Application Deadline	**Sunday, May 1, 2022, 11:59pm**
CPSC scoring; site visits and interviews conducted, as needed	May 2 - May 30, 2022
Planned Award Notification	**Tuesday, June 14, 2022**
Contracts signed by Providers and submitted to Yakima County	Tuesday, June 21, 2022
Contracts signed by Board of County Commissioners	Tuesday, June 28, 2022
Contract start date	**Friday, July 1, 2022**

Technical assistance

Information Sessions are optional, free, and open to any interested applicants.

Information Session #1	Information Session #2
Date: Tuesday April 12, 2022 Time: 10:00am – 11:00am Location: Online – Zoom (call in option available)	Date: Thursday April 14, 2022 Time: 4:00pm – 5:00pm Location: Online – Zoom (call in option available)

Details on how to call into the Information Sessions will be sent to the Yakima County Homeless Coalition mailing list. Call-in information and responses to questions will also be published at: www.yakimacounty.us/2393/Homeless-Housing-and-Assistance-RFP

Additional technical assistance can be requested directly from Human Service Department Staff. Help sessions can be provided via email, by phone, or in-person, and will be scheduled on a first-come, first-serve basis. Applicants are strongly encouraged to schedule appointments for technical assistance as early as possible, to ensure availability of staff time. To schedule a help session appointment, contact the Department of Human Services at HumanServices@co.yakima.wa.us, or (509) 574-1365.

Results-Based Accountability

The Yakima County Human Services Department is committed to identifying and supporting effective programs. In addition to being in alignment with 5-Year Plan goals, all investments resulting from this funding opportunity are expected to demonstrate alignment with the vision of the 5-Year Plan: **Reducing homelessness in Yakima County so that it is brief, rare, and one-time through an efficient and effective homeless response system that prioritizes and focuses first on putting people into stable housing.**

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:

Population Accountability	**Priority populations** identified by the **State**	Individuals and households experiencing **unsheltered homelessness** and/or **fleeing violence**
	Priority populations identified by the **5-Year Plan**	Individuals experiencing **chronic homelessness** Unaccompanied **youth** **Veterans** **Families** with children Individuals over the age of **62 years**
	Performance Measures *How we know the desired result is achieved*	Increase in **percent unsheltered served** – at least **60%** of services should be for unsheltered homeless households and households fleeing violence OR an increase of **at least 5%** annually Reduction of **priority populations** experiencing homelessness to functional zero

Program Accountability	**5-Year Plan Goals** *Goals developed by our community reflecting opportunities and needs within Yakima County, in alignment with State Objectives*	**Quickly identify and engage** people experiencing homelessness through **outreach and coordination** between every system that encounters people experiencing homelessness Operate an effective and efficient homeless crisis response system that swiftly moves people into **stable permanent housing** Support the development of **adequate affordable housing** and **permanent supportive housing** **Track and publish data** regarding homelessness in Yakima County **Address disparities** among people experiencing homelessness and create resources to meet the needs of **priority populations**
	Performance Measures *How we know the desired result is achieved*	Increased **exits to permanent 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**

Fiscal Accountability	**Expectations**	Administrative expenses **do not exceed 6%** of total expenditures
		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
		For Rental Assistance, HEN, and PSH contracts, **rental assistance is a minimum of 67%** of total expenditures
		Reimbursement paperwork is submitted by the **10th of every month**
		Reimbursement requests are submitted with **minimal errors**
		Submitted reimbursement requests are allowable per the funding source and the contract, grant recipients understand the scope of **allowability for their funding**
	Performance Measures *How we know the desired result is achieved*	Administrative expenses **do not exceed 6%** of total expenditures
		For Rental Assistance, HEN, and PSH contracts, **rental assistance is a minimum of 67%** of total expenditures
		Less than 25% of reimbursement requests are submitted late over the length of the contract period
		Less than 25% of reimbursement requests need to be resubmitted due to clerical errors over the length of the contract period

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 streams and identified in the 5-Year Plan:

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

Alignment with 5-Year Plan
Program must address at least one of the 5-Year Plan goals:
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. Support the development of adequate affordable housing and permanent supportive housing
4. Track and publish data regarding homelessness in Yakima County
5. Address disparities among people experiencing homelessness and create resources to meet the needs of priority populations

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 applying for CHG funds have the following additional requirements:

Participation in Trainings
CHG recipients are required to send program staff identified by Yakima 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 Sunday, May 1, 2022, 11:59pm

Applications must be completed via the [WizeHive portal](). Applications submitted in any other format will not be accepted. 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 types.

WizeHive portal link: https://webportalapp.com/sp/login/yakima_county_hsd

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

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 capital projects:
    a. Do you already have a location secured for your project?
    b. If yes, is the location already zoned correctly for your use?
    c. If yes, what is the zoning?
  4. For outreach projects:
    a. Are you willing and able to perform targeted street outreach under the direction of the Yakima County Department of Human Services, through the Coordinated Entry System?
  5. Describe all key activities for the program, and the specific improvements that will be made and services that will be provided through said activities.
  6. Indicate which (if any) activities are new for your agency. Please detail a start-up timeline for each new activity.
  7. Include the anticipated number of unduplicated clients to be served annually for each activity.
  8. Describe how the delivery of your program is in alignment with existing best practices. Site peer-reviewed research backing up best practices if possible.
  9. Briefly describe the role of all key personnel who will contribute significantly to program coordination and service delivery.
  10. Indicate which zip codes will be served by your program.
  11. If applicable, briefly highlight any specific geographic areas of focus within those zip codes (e.g., "Naches Ave in Yakima").

Rating Criteria A strong application meets all the criteria below: • 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 capital projects, the project creates additional units of Permanent Supportive Housing. • For outreach projects, the agency is willing and able to perform targeted street outreach under the direction of the Yakima County Department of Human Services.
Total Points for Section: 40

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: 15

C.   5-Year Plan Goal Alignment
Questions
1. Identify which of the 5-Year Plan Goals the program addresses.
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 of the 5-Year Plan.
• Description of how the goal is addressed includes tasks identified as metrics for goals in the 5-Year Plan.
Total Points for Section: 25

D.   5-Year Plan Values Alignment
Questions
1. Describe how the program embodies each of the values identified in the 5-Year Plan:
a. Honoring human dignity
b. Recognizing resiliency
c. Nonjudgmental, respectful, and responsive planning
d. Transparency
e. Inclusive and engaging services
Rating Criteria
A strong application meets all the criteria below:
• Program adequately explains methods of embodiment for each of the identified values.
Total Points for Section: 25

E.   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. Upload 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. Upload a copy of your organization's General Liability and Insurance Certificate.
7. For non-profits:
a. Upload a copy of your organization's IRS Form 990
b. Upload 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 understands and can identify current organizational barriers to effective data collection.
• HMIS data to be reviewed for agencies when available:
o Exits to positive destinations
o Returns to homelessness
o Percent unsheltered served
o 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: 21

F.   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: 6

G.   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. Upload a signed letter of intent from the collaborating agency(ies) confirming this collaboration will exist as described.

Rating Criteria
A strong application meets all the criteria below:
- Applicant describes effective partnerships that enhance service quality, minimize duplication, and amplify available resources.
- Applicant describes clear partnership responsibilities in deliveries 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.

Total Points for Section: 27

H.   Budget

Questions
1. Complete a separate Proposed Program Budget for each activity in your proposal. The costs reflected in the budget should be the activity(ies) you are applying for, not your total agency budget. List expenses in your budget(s), including the other resources and amounts that will be used to support the participants served by this activity in the appropriate columns of the budget worksheets. The other columns are for 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(s) supporting the activity(ies).

Rating Criteria
A strong application meets all the criteria below:
- 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 other funds to be used with any funds awarded from this funding opportunity for providing the services described in the proposal and provides evidence that these funds are sustainable.
- Key staff identified in section A. Program Description are all funded.

Total Points for Section: 20