

Yakima County Department of Human Services



Request for Proposal  
Toppenish Emergency Winter  
Weather Shelter

Posted Date: November 4, 2022

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## Section 1: RFP Overview

### Introduction

These funds must be used in alignment with the [Consolidated Homeless Grant Guidelines](#).

## Section 2: Project Overview

Programs wishing to apply must:

1. **Address how the agency plans to address the increase in shelter/outreach needs during extreme weather in the City of Toppenish and surrounding area.**
2. **Must address identified allowable project types and provide an action plan to deliver services under specified project.**
3. **Must include a budget that with allowable expenses identified within the action plan.**
4. **Must address alignment with the [Yakima County 5-Year Plan to Address Homelessness](#).**

Recommendations regarding funding will be made by the Competitive Process Scoring Committee (CPSC), who will provide scores for all applications submitted by the deadline, **8:00 AM November 21, 2022**.

Submitted proposals will have an independent review by the CPSC. Requests will be 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 November 1, 2022, through March 31, 2023.**

**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 Description

Yakima County is soliciting applications for projects providing Extreme Winter Weather Shelter (EWWS) Services to individuals experiencing homelessness in and around the City of Toppenish, from November 2022 through March 2023. If no EWWS projects are submitted, Yakima County will also consider projects related to providing outreach and transportation to shelter services targeted towards individuals experiencing homelessness in and around the City of Toppenish.

### Funding

\$50,000 is available through this RFP.

### Timeline

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

Event	Date
<b>RFP released</b>	<b>November 4, 2022</b>
Information Session	November 10, 2022,
Last day to submit questions	November 14, 2022
<b>Application Deadline</b>	<b>November 21, 2022, 8:00 AM</b>
CPSC scoring; site visits and interviews conducted, as needed	November 21 - November 30
<b>Planned Award Notification</b>	<b>December 7, 2022</b>
Awards accepted by Provider	December 14, 2022
Contracts signed by Providers and submitted to Yakima County	December 21, 2023
Contracts signed by Board of County Commissioners	<b>January 3, 2023</b>

### Technical Assistance

Information Sessions are optional, free, and open to any interested applicants. If you are interested in attending, please contact [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us) and a registration link will be emailed to you.

Information Session
Date: November 10, 2022
Time: 1pm-2pm
Location: Online – Zoom Call (Registration Required)

**Questions about the application can be emailed up until November 14, 2022, to [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us).**

**Responses to questions will be published at: <https://www.yakimacounty.us/2744/Toppenish-EWWS-2022-23-RFP>**

## 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>	<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  Operate an effective and efficient homeless crisis response system that effectively moves people into <b>stable permanent housing</b>  Support the development of <b>adequate affordable housing</b> and <b>permanent supportive housing</b>  <b>Track and review data while addressing areas of concern that are coordinated</b>
	<b>Performance Measures</b> <i>How we know the desired result is achieved</i>	Increased <b>exits to permanent housing</b>  Reduced <b>returns to homelessness</b> after exit to permanent housing  Reduced average <b>length of time experiencing homelessness</b>  Participation in <b>HMIS</b> and <b>Coordinated Entry</b>

Fiscal	Expectations	<p>Administrative expenses <b>do not exceed 6%</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>
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	<b>Allowable Expenses</b>	<p><b>Facility Support</b></p> <ul style="list-style-type: none"> <li>Utilities (gas /propane, phone, electric, internet, water and sewer, garbage removal)</li> <li>Maintenance (janitorial/cleaning supplies, pest control, fire safety, materials and contract or staff maintenance salaries and benefits associated with providing the maintenance, mileage for maintenance staff)</li> <li>Security and janitorial (salaries and benefits associated with providing security, janitorial services)</li> <li>Essential facility equipment and supplies (e.g. common-use toiletries, food served in shelters, bedding, mats, cots, towels, microwave, etc.)</li> <li>Expendable transportation costs directly related to the transportation of eligible households (bus tokens and fuel for a shelter van)</li> <li>On-site and off-site management costs related to the building</li> <li>Facility specific insurance (mortgage insurance is not allowable) and accounting</li> <li>Costs for securing permanent housing including: application fees, background check fees, credit check fees, utility deposits, and costs of urinalyses for drug testing of household members if necessary/required for housing</li> </ul> <p><b>Operations</b> expenses are directly attributable to a particular program or to the homeless crisis response system.</p> <ul style="list-style-type: none"> <li>Salaries and benefits for staff costs directly attributable to the program or to the homeless system, including but not limited to program staff, information technology (IT) staff, human resources (HR) staff, bookkeeping staff, and accounting staff.</li> <li>Office space, utilities, supplies, phone, internet, and training related to grant management and/or service delivery/conferences/travel and per diem.</li> <li>Equipment up to \$5,000 per grant period unless approved in advance by Commerce.</li> </ul> <p><b>Administrative costs</b> benefit the organization as a whole and cannot be attributed specifically to a particular program or to the homeless crisis response system.</p> <ul style="list-style-type: none"> <li>Administrative costs may include but are not limited to, the following: Executive director salary and benefits</li> <li>General organization insurance</li> <li>Organization wide audits</li> <li>Board expenses</li> <li>Organization-wide membership fees and dues</li> <li>Washington State Quality Award (WSQA) expenses</li> <li>General agency facilities costs (including those associated with executive positions) such as rent, depreciation expenses, and operations and maintenance</li> </ul>
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	<b>Performance Measures</b> <i>How we know the desired result is achieved</i>	Administrative expenses <b>do not exceed 6%</b> of total expenditures <b>Less than 25%</b> of reimbursement requests are submitted late over the length of the contract period <b>Less than 25%</b> of reimbursement requests need to be resubmitted due to clerical errors over the length of the contract period
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## Section 3: 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.

### 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 4: Application

### Submission Instructions and Deadline

**Completed applications are due by 8:00 AM November 21, 2022.**

Applications must be emailed to [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us) by 8:00 AM November 21, 2022. 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.

### 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. Program narrative

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 (Emergency Shelter, Street Outreach, or both)
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 by November 30, 2022 or are currently established.	<b>20 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 outside of contract terms.	<b>15 pts.</b>
<b>Funding and Funding Sources</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. Applicants must use the <a href="#">budget template</a> provided.	<b>15 pts.</b>
<b>Annual Operations &amp; Maintenance</b> The annual maintenance and operations costs of this project are reasonable. There are other funds 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.	<b>15 pts.</b>

may receive a lower score.	
<b>TOTAL POINTS</b>	<b>100 pts.</b>