

# Yakima County Department of Human Services



## Request for Proposal Rental Assistance (Prevention)

Posted Date: October 6, 2023

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## Section 1: RFP Overview

### Introduction

These funds must be used for projects providing Prevention Rental Assistance. The program aims to prevent homelessness by providing timely assistance and support to households at risk of becoming homeless as defined by Consolidated Homeless Grant Homeless Prevention Housing Status Eligibility.

**Awards will be made for the period of January 1, 2024, through June 30, 2025.**

Applications for the Rental Assistance 2023 (Prevention Only) Grant will be accepted between Friday, October 6, 2023, and 10:00 am Wednesday November 1, 2023. Applications must be submitted via [Jotform](#).

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 homelessness by providing timely assistance and support to households at risk of becoming homeless as defined by Consolidated Homeless Grant Homeless Prevention Housing Status Eligibility.
2. Must provide an action plan to deliver services.
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](#).

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

These funds must be used for projects providing Prevention Rental Assistance. The program aims to prevent homelessness by providing timely assistance and support to households at risk of becoming homeless as defined by Consolidated Homeless Grant Homeless Prevention Housing Status Eligibility (found [here](#) in section 4.3).

At least 10% of funds must be awarded to By and For Organizations. By and For Organizations are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community's central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.

### Funding

Approximately **\$1,564,050** is expected to be available through this RFP. Below are the estimated funds available for each project type. Funding amounts and categories are determined by the restrictions on available funds sources.

Project Type	Population Served	Funds Available
Rental Assistance	All County	\$1,355,510
Rental Assistance – By and For Organizations	All County	\$208,540

## Timeline

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

Event	Date
RFP released	October 6, 2023
Information Session	October 25, 2023 @3:00pm
Last day to submit questions*	October 27, 2023
<b>Application deadline</b>	<b>November 1, 2023 @10:00am</b>
CPSC scoring; site visits and interviews conducted, as needed	November 2 - 10, 2023
BOCC Study Session to review applications and CPSC scores	November 14, 2023
BOCC Study Session to determine awards	November 17, 2023
<b>Planned award notification</b>	<b>November 17, 2023</b>
Awards accepted by Provider	November 20, 2023
Contracts sent to Providers	December 1, 2023
<b>Contracts signed by Providers and submitted to Yakima County</b>	<b>December 12, 2023</b>
Contracts signed by Board of County Commissioners	December 19, 2023
<b>Contract start date</b>	<b>January 1, 2024</b>

\*Questions may be submitted after this date, but this is the last day on which our team can guarantee a response before the submission deadline.

## 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: Wednesday October 25, 2023
Time: 3pm - 4pm
Location: Online – Zoom Call (Registration Required)

Questions about the application can be emailed up until October 27, 2023, to the Human Services Department at [HumanServices@co.yakima.wa.us](mailto:HumanServices@co.yakima.wa.us).

Responses to questions will be published at: <https://www.yakimacounty.us/2858/Rental-Assistance-2023-Prevention-Only>

## Award Selection Process

Applications will be reviewed and scored by the Competitive Process Scoring Committee (CPSC) – a volunteer committee whose members are vetted for conflicts of interest and appointed by the Yakima County Board of County Commissioners. CPSC scores and feedback will be provided to the Board of County Commissioners for consideration in their final decision-making. Awards will ultimately be determined by the Board of County Commissioners in a public hearing.

## 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</b> identified by the State	Individuals and households <b>at risk of becoming homeless</b> as defined by Consolidated Homeless Grant Homeless Prevention Housing Status Eligibility.
	<b>Priority populations</b> identified by the 5-Year Plan	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>	<p>Reduction of <b>priority populations</b> experiencing homelessness to functional zero.</p> <p>HMIS Data quality review to ensure identified target populations are receiving services.</p> <p>Agreed contract terms, federal and state guidelines.</p>

<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 and permanent supportive housing</b>.</p> <p><b>Track and review data while addressing areas of concern.</b></p>
	<b>Performance Measures</b> <i>How we know the desired result is achieved</i>	<p>Effective intervention to <b>prevent homelessness</b>.</p> <p>Participation in <b>HMIS</b> and <b>Coordinated Entry</b>.</p>

Fiscal Accountability	<b>Expectations</b> Administrative expenses <b>do not exceed 6%</b> of total expenditures. Reimbursement paperwork is submitted by the <b>10<sup>th</sup> of every month</b> . Reimbursement requests are submitted with <b>minimal errors</b> . Submitted reimbursement requests are allowable per the funding source and the contract, grant recipients understand the scope of <b>allowability for their funding</b> .
	<b>Allowable Expenses</b> <b>Operations expenses</b> are directly attributable to a particular program or to the homeless crisis response system. <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> <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. <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>• General agency facilities costs (including those associated with executive positions) such as rent, depreciation expenses, and operations and maintenance</li> </ul> <b>Rent payments</b> follow the requirements and restrictions in the Consolidated Homeless Grant Guidelines (section 6.1).
	<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.

## 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 Wednesday, November 1, 2023, at 10:00am.**

Applications must be submitted to the [Jotform portal](#) by Wednesday, November 1, 2023, at 10:00am. 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.

JotForm Website: <https://form.jotform.com/232694022937157>

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.

### Application Questions

The following information will be required for the application:

#### Required Agency Information

1. Agency Name
2. Agency Address
3. Agency Phone Number
4. Website
5. Federal Tax ID
6. DUNS Number
7. Board documents
  - a. Current list of Board Members
  - b. Current Charter
  - c. Current Bylaws
8. By and For Organization
  - a. If your agency identifies as a By and For Organization, please provide a short narrative justifying your By and For status<sup>1</sup> (500-word limit)

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<sup>1</sup> By and For Organizations are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community's central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.

## Applicant and Primary Contact Information

9. Applicant Name
10. Applicant Title
11. Applicant Email
12. Applicant Phone Number
13. Primary Contact Name (if different than Applicant)
14. Primary Contact Title (if different than Applicant)
15. Primary Contact Email (if different than Applicant)
16. Primary Contact Phone Number (if different than Applicant)

## Program Questions

17. Program Name
18. Amount Requested
19. Program Summary (200-word limit)
20. Anticipated Project Timeline (200-word limit)
21. Describe all key activities for the program, and the specific improvements that will be made and services that will be provided through said activities. (500-word limit)
22. Briefly describe the role of all key personnel who will contribute significantly to program coordination and service delivery. (500-word limit)
23. Specify the anticipated number of unduplicated households to be served annually by the program.
24. Confirm the program's willingness to accept referrals from the Unlawful Detainer (Eviction Court) system.<sup>2</sup>

## Finance Questions

25. How does your organization establish and maintain accounting principles to safeguard all funds that may be awarded under the terms of this funding opportunity? (500-word limit)
26. Required Documents
  - a. Most recent Fiscal Audit Documents
  - b. IRS Form 990
  - c. 501(c)3 Tax Exempt Letter
  - d. General Liability and Insurance Certificate
  - e. Budget<sup>3</sup> (budget template found [here](#))

## Rating Criteria

<b>Scope &amp; Goal Alignment</b> Project goals and intended outcomes are clearly identified including persons to be served and realistic method of service provision. The application includes a clear description of how program will reach and serve households at highest risk of eviction, as defined by Consolidated Homeless Grant Guidelines.	<b>20 pts.</b>
<b>Project Timeline</b> Projects that can start on or around January 1, 2024, or are currently established.	<b>10 pts.</b>
<b>Project Management and Sustainability</b> The agency describes sufficient staff and experience to successfully complete the project. Key personnel described in the application are all accounted for in the budget,	<b>15 pts.</b>

<sup>2</sup> Yakima County Department of Human Services can assist with developing a coordination process between the program and the Unlawful Detainer system. Please indicate whether your agency is willing to work with Yakima County to participate in a referral process.

<sup>3</sup> The costs reflected in the budget should be for the program you are applying for, not your total agency budget. List program all expenses in your budget, including expenses covered by other resources in the appropriate columns of the budget worksheets. Examples of other resources could be additional grants, dedicated funding sources, or private donations.

with additional funding sources identified to maintain operations as necessary.	
<b>Funding and Funding Sources</b> Project budget and funding priorities are clearly stated and consistent throughout the application. 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.	<b>10 pts.</b>
<b>Engagement and Eligibility</b> Applicant has clear processes to ensure that the intended population (households at risk of eviction) are reached and served, and that benefit from the proposed project are residents of Yakima County Consortium cities and towns and/or unincorporated Yakima County. Able to accept referrals from the Unlawful Detainer (Eviction Court) system.	<b>15 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>15 pts.</b>
<b>TOTAL POINTS</b>	<b>100 pts.</b>
<b>BONUS: By and For Organization</b> Agency identifies as and can adequately defend their status as a By and For Agency.	<b>+5 pts.</b>