

Homeless Housing & Services RFP Application Workshop

March 29, 2023 3:00 pm

Debbi Trosvig

Office of Community and Homeless Services
Snohomish County Human Services Department



Welcome and Introductions

Staff Introductions

Application Due Monday, April 10, 2023, 4:00PM

Technical Assistance deadline April 6, 2023

Contact Debbi Trosvig 425.388.7116; debbi.trosvig@snoco.org

HEN or CE Navigation: Susan Chriest; 425-388-7257 susan.chriest@snoco.org

HOMELESS HOUSING & SERVICES FUNDING PY2023 –PY2024 Requests for Proposals (RFP)

- ▶ Currently funded projects
- ▶ Expansion of currently funded projects
- ▶ New projects

Timeline for Funding Round

April 10– Application Deadline

April/May 2023 – Application Review Process – Project Review Committee (PRC) meets and makes recommendations for PY2023 -PY2024 funds to the Director of Snohomish County Human Services Department

Early May 2023- The Director of Snohomish County Human Services Department and applicants are notified

July 1, 2023– Contract Start Date

Funding Sources

Funding under this RFP is from various sources:

- ▶ System Demonstration Grant (SDG) dollars
- ▶ Housing and Essential Needs (HEN)
- ▶ Emergency Solutions Grant (ESG) pass-through dollars from the Washington State Department of Commerce
- ▶ Local Ending Homeless Program (EHP) funding

Applications should be submitted without regard to funding source; the award amount by funding source will be determined prior to final awards/contracting

HOMELESS PREVENTION & RESPONSE SYSTEM STRATEGIC PLAN

To enhance the current response to preventing and ending homelessness.

- 1. Rapid response** to people in need with **equitable access** to housing;
- 2. Evidence-based practices** that are **effective and efficient**; and
- 3. Integrated, cross-system approach.**



Project Type Categories

- ✓ Outreach Services
- ✓ Coordinated Entry Navigation Services
- ✓ Emergency Shelter
- ✓ Rapid Re-Housing
- ✓ Services Attached to Housing: Youth Transitional, DV Transitional, and PSH
- ✓ Tailored Services
- ✓ HEN Essential Needs*
- ✓ HMIS costs*

Performance Measures

- ▶ Program performance will be a key part of this RFP's rating criteria, and an integral part of contracting for funds awarded under this RFP.
- ▶ Current performance measures adopted by the PEH for our homeless system align with the U.S. Department of Housing and Urban Development (HUD) HEARTH Performance Measures
- ▶ Projects awarded funds under this RFP are expected to contribute positively to the system performance outcomes as measured in HMIS. Continued funding will be contingent on performance.

Threshold Review

Criteria:

- ▶ Application is submitted on time.
- ▶ Application package is complete (all Required Materials are included).
- ▶ Project is an eligible intervention, and the agency shows the capacity to operate the project and expend funds in a timely manner.
- ▶ Project is consistent with the goals of the Snohomish County Homeless Prevention & Response System Strategic Plan (2019). All projects must be consistent with the goals of the Snohomish County Homeless Prevention & Response System Strategic Plan (see the County website).

Application Materials

Required Application Materials (submitted in this order in one PDF document):	
Complete Application Cover Sheet (Section I) with a signature by an authorized official.	Required
Complete Project Narrative (Section II). May not exceed 13 pages; additional pages will not be reviewed.	Required
Complete Agency Capacity and Experience (Section III). May not exceed six (6) pages; additional pages will not be reviewed.	Required
Complete Budget Narrative (Section IV). May not exceed three (3) pages; additional pages will not be reviewed.	Required
Complete HMIS Request Form PY2023 (Exhibit A).	Optional; only needed if applying for HMIS funding
Complete Budget Workbook for PY2023 (Exhibit B).	Required
Low-Barrier and Housing First attachments (see Question II.7 on the application form)	Optional
Additional Technical Materials Required*	
<i>-Submit as separate PDFs from above Required Application Materials-</i>	
Memorandum of Understanding (MOU) or Letter of Intent to Partner. Please note that MOUs are not required unless there is formal subcontracting. Similarly, letters of support for collaborations are not necessary.	Optional; only needed if the Applicant intends to subcontract a portion on the grant to a subcontractor for services.
For Nonprofit organizations: Agency Certification of nonprofit Status: IRS 501(c)(3) letter;	Required
An electronic copy of your agency's most recent Audited Financial Statements	Required, unless submitted to the County within the last year
Current organizational chart that includes project staff and management.	Required

General Requirements

- ▶ *Appendix A-Recommend Reviewing*
- ▶ Non-Discrimination, Fair Housing, And Equal Opportunity
- ▶ Performance Measures
- ▶ Participation in HMIS
- ▶ Participating in Coordinated Entry and Assessment for Referrals

Review and Decision Making Process

Staff Review and Assessment

- ▶ Snohomish County Office of Community and Homeless Services (OCHS) staff will review applications for threshold criteria and completeness. Staff will also review and assess specific sections of the application using objective predetermined criteria.

Project Review Committee Review & Recommendations

- ▶ The PRC funding recommendations will be based on staff assessments/scoring, as well as their own review, rating, and ranking of the projects based on objective predetermined criteria. The PRC will make final recommendations to the Director of the Human Services Department.

Final Decision by Human Services Department Director

- ▶ Final approval of funding decisions under this RFP is made by the Department Director.

Application

- ▶ Cover sheet must be signed by authorized representative
- ▶ Answer each question fully, accurate information and complete forms are required.
- ▶ Ensure responses describe the specific proposed project, and not the agency's general mission.
- ▶ Thoroughly read the RFP and questions, being careful to respond to these accordingly and completely.

I. APPLICATION COVER SHEET

- ▶ For each separate application, make sure you check the Category for which the application applies.
- ▶ Contact for the application
- ▶ Signature of authorized representative

II. PROJECT NARRATIVE

- ▶ May not exceed 13 pages, with a minimum 11-point font.
- ▶ Please answer the questions in the body of the narrative.
- ▶ Enter your answer to each question in the space below that question.
- ▶ Do not delete the questions.
- ▶ Please note HEN applications may skip several questions
- ▶ **Question 10.** Project Outputs needs to be completed according to your project type.
- ▶ **Question 11.** Project Performance: again only complete the questions that pertain to your specific intervention type.

HMIS Data

For certain intervention types, performance targets are provided. Snohomish County OCHS staff will assess past performance in meeting these targets based on HMIS reports.

- ▶ For existing projects with Snohomish County HMIS data, projects will be assessed based on PY2021/2022 data (through December 2022) from HMIS including HMIS data quality and the Local Performance Measures.
- ▶ For projects without PY2021/2022 HMIS data, projects will be scored based on PY2021/2022 HMIS data for projects at your agency of similar project type.
- ▶ For new projects at an agency with no PY2021/2022 HMIS data for the project type, the other scoring elements (not counting HMIS data and project level performance measures) will be adjusted and converted to a percentage for the purposes of ranking.

III. AGENCY CAPACITY AND EXPERIENCE

- ▶ May not exceed 6 pages, with a minimum 11-point font. Do not delete the questions.
- ▶ If your agency is submitting multiple applications, we still require you to fill in this section separately, and include it in each application.

IV. BUDGET NARRATIVE

- ❑ Narrative responses to Question 2-4
- ❑ If applying for Coordinated Entry Navigation Services do not include flex funds in your budget request.
 - Successful applicants will be allocated flex funding based on staffing/FTEs.
- ❑ HEN Essential Needs: It is the intent of the County to only award one applicant with HEN Essential Needs funding.
 - Please use \$360,000 as your projected budget amount for PY2023.
- ❑ Do not include HMIS costs in the Project Budget Workbook (Exhibit B); if requesting funding for HMIS costs, submit the request in Exhibit A.

EXHIBIT B

- ▶ Budgets should be for the following period:
July 1, 2023 to June 30, 2024
- ▶ Budgets should be complete, thorough, and accurate
- ▶ Budgets should include all other financial resources to be used in the project
- ▶ Up to 10% of the grant award may go towards eligible administrative costs.

EXHIBIT A. HMIS REQUEST FORM

- ▶ Please fill out the HMIS Request Form (Exhibit A) if you are requesting funding to support HMIS for your projects.
- ▶ If applying for multiple projects under the RFP, the applicant should submit only one (1) Request for HMIS Costs budget application.

Application Submission

- ▶ Applicants may email a signed electronic copy to **OCHS.applications@co.snohomish.wa.us**
- ▶ If unable to submit electronically, signed applications can be mailed or delivered in-person.
- ▶ Please submit a PDF version of the entire application, including all Sections and Exhibits. Applications will not be accepted by fax.
- ▶ All applications are due by Monday, April 10, 2023 by 4 p.m. (regardless of the manner submitted).
- ▶ Incomplete or late applications will not be considered. Applications are considered complete if all Required Materials are submitted.

Questions

- Technical Assistance questions should be directed to:
Debbi Trosvig at debbi.trosvig@snoco.org
425.388.7116
- HEN or Coordinated Entry Navigation questions:
Susan Chriest, susan.chriest@snoco.org
(425) 388-7257
- Questions submitted to the “OCHS” email address
will not receive a response

