

## Homeless Housing & Services RFP Q&A

**Updated 4/10/2023**

### **4/6/23: Application Deadline Has Been Extended to April 12, 2023**

OCHS is extending the deadline for the Homeless Housing & Services RFP. The new deadline is **4:00 p.m. on Wednesday, April 12, 2023.**

**Q: What if we don't show up as "Registered" in SAM.gov (see page 2 of the RFP) but we are registered and we are trying to determine the issue?**

A. Applicants must be registered or in the process of registering with <https://www.sam.gov/SAM> before a contract is executed. No need to submit anything with the application.

**Q: Audited financial document is required for submission; are we able to submit without one if we are in the process of an audit for 2022?**

A. Yes, you can proceed however, you might fall into the category of needing to request a waiver if you are funded. The County's Basic Terms and Conditions allow for that.

**Q: If we currently receive EHP funding for a project do we need to reapply for future funding in this RFP?**

A. Yes. As indicated on page 1: All agencies currently receiving any of the following funds must submit a 2023/2024 Homeless Housing and Services Application, this includes any request to expand or enhance an existing project: SDG funding, Commerce ESG funding, EHP funding, or HEN funding.

### **Clarification:**

Page 5 indicates: *Other Permanent Housing* is permanent housing with supportive services to assist homeless individuals to live independently but does not limit eligibility to individuals with disabilities or families in which one adult or child has a disability. (Also defined on page 4 of Appendix A.)

**As of 3/30/2023**

**Q: What category should Prevention Navigation apply for?**

A. Coordinated Entry Navigation Resources

**Q: Are for-profit agencies eligible to apply for funding?**

A. No, eligible applicants include units of general-purpose local government or private non-profit organizations that have received 501(c)(3) federal tax-exempt status from the U.S. Internal Revenue Service (IRS) and are registered as a non-profit corporation in the State of Washington.

**Q: Are childcare services for homeless families an eligible program activity??**

A. No, childcare services are not an eligible program type under this RFP.

**Q: Who is currently administrator of the supplies?**

A: Everett Gospel Mission

**Q: What are the limitations or specifics around that? Is there a way that I can find out more about what is allowed and the quantity?**

A. The agency purchases eligible items, and then clients can come to the agency to request the products. The agency verifies client eligibility. The agency should budget to spend 1/12 of the total amount of funding monthly, over the course of the year. The HEN questions in the RFP should provide you with additional context on the program. Reach out to Susan Christ ([susan.chriest@snoco.org](mailto:susan.chriest@snoco.org)) for additional information or any questions.

**Q: On the Narrative portion of the application, it says “ Limited to 13 pages” does that include the text that is currently there? (with 7 pages of writing currently, that means 6 additional pages for your answers)?**

A. Yes

**Q: What advice would you give a startup organization for signing up for funding and getting connected in the community as well?**

A. It is recommended you reach out for a one-on-one call with Debbi Trosvig; could be useful to see what services would qualify for the RFP. Of all of our funding rounds, this is a good place to start if you currently don't receive public funding because some funding is a little more flexible than the federal funds and it has the broadest span of eligible intervention types.

**Eligible HMIS costs: (further clarification)** CE Navigation staffing may not be included in HMIS requests. Eligible HMIS costs are directly related to the Program side of HMIS that requires program elements and outcome data to be reported along with client level data for participants in the programs. Examples of HMIS Programs include outreach, shelter, RRH, or PSH. CE Navigation staff time related to HMIS work (completing the required workflow to complete an assessment and case notes) should be included in the CE Navigation staff budget.

**Coordinated Entry Navigation Services (*clarification provided during the Application Workshop*):**

There is currently a structure in place for coordinated entry (CE) navigation services across the county at multiple organizations. We are soliciting applications in this funding round to continue/expand this structure. If you are applying to provide CE navigation services include what you think the needs are in the geographic areas that you propose to serve. It is the intention for CE services to be available across the county. We pay attention to the zip codes of clients accessing CE services in order to adjust as necessary to meet the needs in the community. Proposals for CE navigation services should explain the location of where the services will be provided and the needed FTEs to support the need in that area.