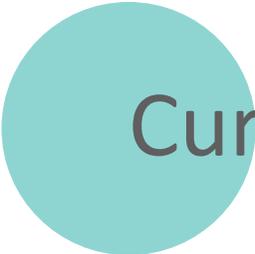


Homeless Housing & Services Application Workshop

Debbi Trosvig, Supervisor
Office of Community and Homeless Services

March 15, 2019
1:00 pm to 3:00 pm

HOMELESS HOUSING & SERVICES FUNDING 2019-2021 Requests for Proposals (RFP)



Currently funded projects



Expansion of currently funded
projects



New projects

Timeline for Funding Round

March 27, 2019 – Technical Assistance Deadline

March 29, 2019 – Application Deadline

April – Application Review Process – applicants may be contacted during this time for additional information

Late-April- Applicants will be notified of conditional funding awards and sources

July 1, 2019 – Contracts begin

General Guidelines

- ▶ Funding under this RFP is from various sources:
 - Consolidated Homeless Grant (CHG) dollars
 - Housing and Essential Needs (HEN)
 - Emergency Solutions Grant (ESG) pass-through dollars from the Washington State Department of Commerce
 - Low Income Energy Assistance Program Rental Assistance funds
 - Local Ending Homeless Program (EHP) funding
- ▶ However, applications should be submitted without regard to funding source; Snohomish County will determine the funding source for each project.

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

Project Type Categories for the 2019/2020 RFP are:

- ✓ Outreach Services
- ✓ Targeted Prevention
- ✓ 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.

Application Submission

- ▶ Applicants must email a signed electronic copy to the email address listed below. Hard copies are not required. 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 Friday, March 29, 2019 by 4 p.m. (regardless of the manner submitted). No late or incomplete applications will be considered.
- ▶ Submit signed electronic copies of applications to the following email address:

OCHS.applications@co.snohomish.wa.us

Threshold Review

Criteria:

- ▶ Application is submitted on time.
- ▶ Application package is complete (all Required Materials are included).
- ▶ Project is an eligible intervention, and 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 (July 2017). *All projects must be consistent with the goals of the Snohomish County Homeless Prevention & Response System Strategic Plan (see the County website <https://snohomishcountywa.gov/1053/HSD-Reports-Publications>).*

Required Materials for Threshold Review

1. Complete Application Cover Sheet (Section I) with a signature by an authorized official.
2. Complete Project Narrative (Section II). May not exceed 9 pages; additional pages will not be reviewed.
3. Complete Agency Capacity and Experience (Section III). May not exceed 5 pages; additional pages will not be reviewed.
4. Complete Budget Narrative (Section IV). May not exceed 3 pages; additional pages will not be reviewed.
5. Complete Budget Workbook for PY2019 and PY2020 (Exhibit B).

Additional Technical Submission Materials

- ▶ HMIS Request Form if applicable (Exhibit A)
- ▶ MOU or Letter of Intent to Partner. Please note that MOUs are not required unless there is formal subcontracting
- ▶ For Nonprofit organizations: Agency Certification of nonprofit Status: IRS 501(c)(3) letter
- ▶ An electronic copy of your agency's most recent Audited Financial Statements (unless already submitted within the last year)
- ▶ Current organizational chart that includes project staff and management

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, such as, HMIS utilization, project outcomes (prior agency performance).

▶ Project Review Committee Review & Recommendations

- The Project Review Committee (PRC) will review and assess requests and incorporate the staff assessments into the final ranking. The PRC will make 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.

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 9 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.
- ▶ If you applying to administer the HEN Essential Needs program, please proceed to Question 12 in this Section (II), you do not need to complete questions 1-11. (The HEN application must also contain all other sections of the application, Sections III, IV, and Exhibit B.)
- ▶ **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 listed below and 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 PY2018 data (through February 28, 2019) from HMIS including HMIS data quality and the Local Performance Measures.
- ▶ For projects without PY2018 HMIS data, projects will be scored based on PY2018 HMIS data for projects at your agency of similar project type.
- ▶ For new projects at an agency with no 2018 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 5 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

- ▶ May not exceed 3 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.

EXHIBIT B.

Budget Workbook for PY2019 & PY2020 (Excel)

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 the applicant is applying for multiple projects under the RFP, the applicant should submit only one (1) Request for HMIS Costs budget application.**

Questions

