



**YAKIMA VALLEY CONFERENCE OF GOVERNMENTS  
HOMELESS PROGRAM**

**Requests for Proposals (RFP)  
2018-2020 RFP For Homeless Housing and Services**

**Proposals Due:  
Sunday, April 9, 2018 at 11:59 pm**

**March 15, 2018  
Crystal Testerman, Program Manager  
Yakima Valley Homeless and Housing Program**

## INTRODUCTION

**General Information:** For purposes of this competitive Request for Proposals (RFP) Yakima Valley Conference of Governments (hereinafter referred to as “YVCOG”) is combining multiple funding sources into one application process to support the following homeless housing system elements:

- Rapid Re-Housing/Rental Assistance
- Rental Assistance for HEN Certified and TANF Eligible Clients
- Coordinated Entry Access Point
- Outreach Services
- Emergency Shelter
- Winter Shelter Hotel/Motel Vouchers
- Capital Improvement Project

Funding applications will be reviewed in a coordinated manner. There are varying target populations, eligible activities, and allowable uses associated with each funding source. During the review process and before the awards are made, YVCOG will determine final award amounts and which funding source(s) will be assigned to each program that receives funding. See description of funding sources in the next section *“Introduction to Funding Sources.”*

The funding period is for two years, Program Years 2018 and 2019. Initial contracts for these funds will be for year one, beginning July 1, 2018 through June 30, 2019. Contract continuation for year two will be July 1, 2019 through June 30, 2020 and is contingent upon availability of funds and a project’s success in meeting contract requirements, including performance outcomes from year one (program year 2018).

Applications should be submitted without regard to funding source. YVCOG will match the appropriate funding sources with each project that is recommended for funding. Funds will be assigned to a project based on the specific population targets, project types, and activities. One project could receive a combination from more than one funding source.

**The overriding directive of this RFP is to fund projects that are aligned with the Yakima County 5-Year Plan to make homelessness BRIEF and RARE.**

Please refer to the YVCOG website at [www.yvcog.org](http://www.yvcog.org) or the *Library Tab* in ZoomGrants for the “2017-2021 Yakima County 5-Year Homeless Plan.” Overarching themes and goals include:

- Prioritizing unsheltered homeless clients
- Preventing and ending homelessness when possible
- Coordinating and integrating a homeless response system with housing and social service providers.

## FUNDING

### **INTRODUCTION TO FUNDING SOURCE**

#### **Consolidated Homeless Grant (State)**

The Consolidated Homeless Grant (CHG) provides resources to fund homeless crisis response systems to support communities in ending homelessness. Homeless crisis response systems respond to the immediacy and urgency of homelessness and make sure that everyone has a safe and appropriate place to live. The vision, principles and goals set forth in the State Homeless Strategic Plan guide the management and implementation of CHG.

The State Homeless Housing Strategic Plan and Annual Report of the Homeless Grant Programs are located on the Department of Commerce [website](#).

Eligible activities under CHG Guidelines include:

- Rent payments and other housing costs
- Facility Support (lease payments, utilities, maintenance, security, janitorial, essential equipment and supplies, etc.)
- Operations (Salaries and benefits directly attributable to program, office space, utilities, supplies, equipment, training, travel, etc.)
- Homeless Crisis Response System Expenses:
  - Point-In-Time Counts
  - Annual report/housing inventory
  - Local Homeless Plans
  - Coordinated Entry planning, implementation, and operations
  - Homeless Management Information System (HMIS)
  - Interested landlord list and landlord outreach activities
  - Participation in local Continuum of Care
- Program Expenses (Intake and assessments, housing stability services, housing search and placement services, mediation/outreach to landlords, client outreach, data collection and entry, liability insurance, etc.)
- Flexible Funding (\$1,500 cap per household)
- Administration (Indirect program expense; 15% max for CHG Base and 7% max for HEN)

Chapter [RCW 43.185c](#) Homeless Housing and Assistance authorizes these funds.

#### **Homeless Housing and Assistance Funds (Local 2163)**

In 2005, the Washington State Legislature passed ESS House Bill 2163, “An act relating to preventing and ending homelessness in the State of Washington.” The provisions of this statute were codified in several locations in the RCW (Revised Code of Washington). The law required each county Auditor in Washington State to charge additional surcharge(s) on most recorded documents. These funds are intended to accomplish the goals of the local homeless

housing plan aimed at addressing short-term and long-term housing for homeless persons and eliminating homelessness. Each local homeless housing planning committee prepares and recommends to local government legislative authorities a five or ten-year homeless housing plan for its jurisdictional area. The plans are to be consistent with the Washington State’s ten-year homeless housing strategic plan.

In Yakima County, the Yakima Valley Conference of Governments’ Executive Committee is responsible for ensuring implementation of the Yakima County 5-Year Homeless Plan.

Eligible activities under the local 2163 funds include, but are not limited to:

- Rental and furnishing of dwelling units for the use of homeless persons;
- Costs of developing affordable housing for homeless persons, and services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness;
- Operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;
- Temporary services to assist persons leaving state institutions and other state programs to prevent them from becoming or remaining homeless;
- Outreach services for homeless individuals and families;
- Development and management of local homeless plans including homeless census data collection; identification of goals, performance measures, strategies, and costs and evaluation of progress towards established goals;
- Rental vouchers payable to landlords for persons who are homeless or below thirty percent of the median income or in immediate danger of becoming homeless; and Other activities to reduce and prevent homelessness as identified for funding in the local plan.
- Meeting goals as outlined in the local homeless housing plan.

RCW 43.185C.080. No changes have resulted from subsequent amendments.

**Available Funding**

For this Request for Proposal (RFP) for contract period of 7/1/2018 – 6/30/2019 ***reasonably expected*** funding is as follows:

**Consolidated Homeless Grant – CHG (State):**

*Contract period 7/1/18 – 6/30/2019:*

CHG BASE	\$400,000
HEN	\$650,000
TANF	\$50,000

*Contract period 7/1/19 – 6/30/2020:*

CHG BASE	\$400,000
HEN	\$650,000
TANF	\$50,000

### **Homeless Housing and Assistance Funds – 2163 (Local)**

<i>Contract period 7/1/18 – 6/30/2019:</i>	\$810,000
<i>Contract period 7/1/19 – 6/30/2020:</i>	\$810,000

The final amounts awarded will be decided by the Yakima Valley Conference of Governments Executive Committee and may be less than or greater than these amounts based on actual available funds.

Projected number of awards and amount per award is listed by project category is listed in **Appendix A**.

### **Administration**

The Yakima Valley Conference of Governments (YVCOG) Executive Committee has primary responsibility for administration of the above listed state and local homelessness funds.

An RFP Scoring Committee, a committee of local community members who have no conflict of interest and are not associated with any potential service provider into three generations of their immediate family, is responsible for receiving requests for funds and making recommendations on the distribution of these funds to the YVCOG Executive Committee. The YVCOG Executive Committee makes the final determination on funding distribution. Funding will be prioritized based on how proposals address the priorities in the 2017-2021 Yakima County 5-Year Homeless Plan (*see ZoomGrants Library Tab*).

Applicants will be notified of award recommendations by **May 4, 2018**. An applicant who feels aggrieved in the scoring of their grant application may appeal by completing the RFP Appeal Form located at [www.yvcog.org](http://www.yvcog.org) and email to YVCOG staff no later than **May 10, 2018** [www.homeless@yvcog.org](mailto:www.homeless@yvcog.org). If there is an appeal made by an agency, an appeal committee will re-score all applications in that project category; all applicants will be notified of the appeal. If the appeal committee scores the applications differently than the original scoring committee, both recommendations will be taken before the YVCOG Executive Committee for final decision.

In addition to this Request for Proposal (RFP) process, disbursement of county recording fee funds outside the RFP process may take place **to meet emergent needs** as determined by the Yakima Valley Conference of Governments Executive Committee.

## PROJECT TYPE CATEGORIES

### **TEMPORARY HOUSING:**

**Emergency Shelter (ES)** provides short-term temporary shelter (lodging) for those experiencing homelessness. Emergency Shelters can be facility-based, or hotel/motel voucher. Examples of Emergency Shelter may include: 24-hour low barrier continuous- stay shelters, drop-in overnight shelters, Domestic Violence Shelters, Youth & Young Adult Drop-In Centers, and Hotel/Motel Vouchers.

**Transitional Housing (TH)** is subsidized, facility-based housing that is designed to provide long-term temporary housing and to move households experiencing homelessness into permanent housing.

- *Youth Transitional Housing* is time-limited housing that is intended to assist homeless youth/young adults move to safe and stable housing or permanent housing within 24 months.
- *DV Transitional Housing* is time-limited housing (up to 24 months), individualized support services that assist with movement to safe and stable permanent housing.

### **PERMANENT HOUSING:**

**Rapid Re-Housing (RRH)** quickly moves households from homelessness into permanent housing by providing move-in assistance, temporary rent subsidies, and housing focused case management. The services are time-limited and the household does not have to leave when services end.

**Permanent Supportive Housing (PSH)** is subsidized, non-time-limited housing with support services for homeless households that include a household member with a permanent disability. Support services must be made available but participation is voluntary. PSH may be provided as a rent assistance (scattered site) or facility-based model. The services and the housing are available permanently.

**Housing and Essential Needs (HEN)** is limited to providing rental assistance, utility assistance and essential needs for clients who receive a HEN Referral or General Assistance enrollment (ABD recipient) from the Washington State Department of Social and Health Services (DSHS).

**Temporary Assistance for Needy Families (TANF)** is limited to providing rental assistance for clients who are obtain proof of TANF Enrollment from the Washington State Department of Social and Health Services (DSHS).

## **SERVICES ONLY:**

**Coordinated Entry Access Point** Coordinated Entry (CE) is a process for prioritizing homeless individuals for services. Coordinated entry incorporates uniform screening and assessment, prioritization, program matching, and referrals/connections to mainstream services to help those seeking housing and services to access programs more efficiently. CE Services are an integral part of the Coordinated Entry System required by the Department of Housing and Urban Development, as well as the Washington State Department of Commerce.

**Outreach Services Only** are focused on engaging people experiencing homelessness who are otherwise not accessing services, to connect them with coordinated entry services, emergency shelter, housing, or other critical services. These services may also include intervening in police involvement to prevent arrests resulting in cost savings to the City.

## **GENERAL GUIDELINES**

**Eligible Applicants:** Only 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 are eligible to apply for this RFP. Faith-based organizations may not restrict client participation based on required religious affiliation or services, or fund religious activities as part of the program or services with these funds. YVCOG will not accept applications from individuals.

The funding process is highly competitive; with approximately two to three times the amount of available funding being requested by applicants each RFP cycle. Therefore, it is very important that your application is complete, is for an eligible activity, and conforms to all 2018-2019 program year requirements. Applications not meeting all requirements may not receive consideration for funding. This RFP is open to eligible, existing programs and new (not currently operational) programs.

All applicants must demonstrate sufficient readiness. Projects must be operational by July 1, 2018. If the project is a recent start up, elaborate on that in the proposal narrative.

### **Priorities**

All applications for funding should align with the goal of *“Reducing Homelessness in Yakima County so that it is BRIEF and RARE”* and address one or more of the priorities outlined in the 2017-2021 Yakima County Homeless Plan as described below:

- Utilize a Coordinated Entry, Assessment, and Referral System to ensure the highest need (chronically homeless) clients are being prioritized for housing and services

- Develop additional shelter beds with access to services and maintain existing resources
- Create additional Rapid Re-Housing options to provide a transition from homeless shelter to more permanent housing
- Expand Permanent Supportive Housing options
- Facilitate data collection efforts (PIT Counts, HMIS data entry, etc.)
- Prevent homelessness when possible (diversion)
- Better serve youth and young adult homelessness
- Increase capacity to add employment opportunities for self sufficiency

### **Terms and Conditions of Funding**

All awardees will be held to the following terms and conditions:

- Funds for the 2018 RFP shall begin on July 1, 2018.
- Funds will be allocated for a two-year contract period (7/1/18 – 6/30/20).
- All program funding shall be distributed *as reimbursements* of allowable paid expenses.
- Administrative costs are not to exceed 15% for CHG Base (non-HEN) Contracts.
- Administrative costs are not to exceed 7% for CHG – HEN contracts.
- Administrative costs are not to exceed 6% for Local Homeless Funds 2163 contracts.
- The YVCOG Executive Committee reserves the right to negotiate additional more stringent terms and conditions of an award.
- All recipients of funding will be required to participate in:
  - Coordinated Entry System managed by Yakima Valley Conference of Governments’ staff
  - Homeless Management Information System (HMIS) managed by the Department of Commerce
  - The annual Point in Time (PIT) count
  - Housing Inventory Chart (HIC) reporting
- If it is discovered or believed that a recipient of funding has misappropriated or misused funds, this matter will be investigated and reasonable action will be taken.
- Recipient of funds must comply with all state and local guidelines, laws, regulations, codes, and comprehensive plans.

### **Reporting requirements**

Successful applicants will provide quarterly reports to YVCOG staff and a final report at the end of the contract period detailing: 1) use of funds, 2) performance of service, 3) clients served and exited, 4) clients who have reentered homelessness, and 5) other performance measures as requested by YVCOG. Specific timelines and reporting requirements will be provided in the contract.

## APPLICATION INFORMATION

**Important:** *If an entity wishes to apply for more than one project, please submit a separate application for each.*

### **Application Form**

Applications are available at: <https://zoomgrants.com/gprop.asp?donorid=2257>.

Applications must be complete and contain all required documentation to be considered for award. All materials must be submitted through the online grant system, ZoomGrants. The application portal will close at 11:59 pm on April 9, 2018. No application will be considered if not submitted prior to the deadline.

### **Questions**

If an applicant has questions about this Request for Proposals or the application form, the question may be submitted in writing via email or by phone no later than **March 29, 2018**. Responses will be published online by **April 3, 2018** at [www.yvcog.org](http://www.yvcog.org).

Application reviewers and/or the YVCOG Executive Committee may request that the applicant answer questions about their proposal as well.

### **Timeline**

The following schedule has been developed for the review of project applications and decisions on project funding.

March 14, 2018	RFP advertised in newspaper and at <a href="http://www.yvcog.org">www.yvcog.org</a> .
March 15, 2018	RFP applications available at 3:00 pm at: <a href="https://zoomgrants.com/gprop.asp?donorid=2257">https://zoomgrants.com/gprop.asp?donorid=2257</a>
<b>March 22, 2018</b>	<b>Pre-Application Workshop 9 am – 11 am:</b> YVCOG Conference Room 311 N. 4 <sup>th</sup> Street
<b>March 29, 2018</b>	<b>Technical assistance deadline</b> Responses to questions published at <a href="http://www.yvcog.org">www.yvcog.org</a>
<b>April 9, 2018</b>	<b>RFP applications DUE – Deadline is 11:59 pm</b>
April 10 – May 1, 2018	Application review process <i>Applicants may be contacted for additional information.</i>
May 4, 2018	Applicants notified of conditional awards
<b>May 10, 2018</b>	<b>Appeal Deadline</b>
May 21, 2018	YVCOG Executive Committee approves awards
<b>July 1, 2018</b>	<b>Contract start date</b>

**\*Note:** *State and local awards are conditional until YVCOG has contracts and authority to spend the funds; and any concerns raised during the application review process have been resolved to YVCOG's satisfaction.*

**Technical Assistance:** Agencies are encouraged to attend the pre-application workshop. If additional assistance is needed, a phone or in-person conference is available. **The deadline for technical assistance (including submitting questions) is March 29, 2018 by 4:00 p.m.**

- Any questions and answers communicated will be made available in a FAQ posted to the YVCOG website (<http://www.yvcog.org>). Final edits/additions to the FAQ will be posted on the website by close of business April 3, 2017.
- Pre-Application Workshop: A pre-application workshop will be held on **Thursday, March 22nd from 9 a.m. to 11 a.m. at the YVCOG Conference Room**, 311 N. 4<sup>th</sup> Street, second floor, in Yakima, WA. The information session will cover the eligible project type categories and application requirements.
- Technical Assistance: Technical assistance is available to potential applicants through pre-application conferences. Assistance available includes answers about funding regulations and application requirements and discussing the proposed project's compliance with program regulations and eligibility for funding. If you would like to submit questions, please email them to [crystal.testerman@yvcog.org](mailto:crystal.testerman@yvcog.org) or call Crystal Testerman, Program Manager at 509-424-4695.

## APPLICATION INSTRUCTIONS

If an applicant is applying for funding for more than one project type category under this RFP, **separate** applications are required. All required Sections must be complete and include all required attachments be uploaded in ZoomGrants:

- Application Cover Sheet (*Located in RFP Guidelines as **Appendix B** and the online RFP application form in the Library Tab*)
- Most recent audit on auditing agency's letter head and signed by auditor
- Most recent IRS Form 990
- Commitment letters for all leveraged funds
- MOU or Letter of Intent to Partner. Please note that MOUs are not required unless there is formal subcontracting.
- Letters of Support specific to project requesting funding
- Project Map/Program Service Area
- Board Documentation (List of Board Members, Organization Chart, Charter/Bylaws)
- Non-Profit 501(c)3 Tax Exempt Letter
- General Liability Insurance Certificate
- Any other relevant documentation

The online RFP application form is organized in the following manner:

- I. Project Narrative (*Included in online application*)
- II. Agency Capacity and Experience (*Included in online application*)
- III. Budget Narrative (*Included in online application*)
- IV. Detailed Budget for PY2018 & PY2019 (*Included in online application*)

### **Application Submission:**

1. All applications are to be completed and submitted through the ZoomGrants website; [www.zoomgrants.com](http://www.zoomgrants.com).
2. Answer each question fully with accurate information. The information provided in the application should be written as though the reviewers have no prior knowledge of the agency or programs. Ensure responses describe the specific proposed project, and not the agency's general mission. The more clearly the project and the services proposed are described, the better the application will be understood. Applicants are strongly encouraged to thoroughly read the RFP and questions, being careful to respond to these accordingly and completely.
3. Include only the specific supporting documentation required. Do not attach other materials such as cover letters, annual reports, newsletters, brochures and general letters of support. If included, these will be discarded. Feel free to indicate these may be available upon request.

All applications are to be electronically submitted by **Sunday, April 9, 2018 by 11:59 p.m.**

***No late or incomplete applications will be considered.***

Applicants are strongly encouraged to submit applications early to avoid missing the deadline; applications must be *received* by the above date and time.

Complete applications consist of the following Required Materials:

1. Complete Application Cover Sheet (***Appendix B***) with a signature by an authorized official uploaded with the application submission.
2. Complete online 2018-2020 RFP Application with pertinent questions answered.
3. Complete Detail Budget PY2017 and PY2018 (*Included in online application*).
4. Required uploaded documentation (*see list above*).

Applications submitted without all the Required Materials will not pass threshold review and will not be eligible for selection. Any missing Additional Materials must be addressed per staff request for the application to be considered.

### **Review and Decision-Making Process:**

#### **Staff Review and Assessment**

YVCOG 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). YVCOG reserves the right to request additional clarifications from applicants, both in writing and in person.

#### **Project Review Committee Scoring & Recommendations**

The Project Review Committee (PRC) will independently review and assess requests using a scoring module in ZoomGrants. Each scorer is provided a scoring matrix to ensure standardized assessment. The scoring module and matrix are used as screening tools for applications and does not necessarily dictate which applications are awarded. YVCOG staff will provide final ranking based on scoring. The PRC will make recommendations to the YVCOG Executive Committee.

Applicants will be notified of award recommendations by May 4, 2018. An applicant who feels aggrieved in the scoring of their grant application may appeal, by completing the appeal form located on YVCOG's website and submit the completed form by email to YVCOG no later than May 10, 2018. If there is an appeal by an agency, an independent appeal committee will re-score all applications in that project category; all applicants will be notified of the appeal. If the appeal committee scores the applications differently than the original scoring committee, both recommendations will be taken before the YVCOG Executive Committee for final decision.

### **Final Decision by YVCOG Executive Committee**

Final approval of funding decisions under this RFP are made by the YVCOG Executive Committee.

### **Threshold Criteria**

Applications must meet threshold criteria to be considered for funding. Threshold review, which will be completed by YVCOG staff, will be included in the materials provided to the Project Review Committee.

#### **Criteria:**

1. Application is submitted on time.
2. Application is complete (all Required Materials are included).
3. Project is an eligible intervention, and shows the capacity to start on **July 1, 2018**.
4. Project is consistent with Yakima County 5-Year Plan.

***If an application does not meet any of the four above criteria, the application will not be reviewed for funding.***

**APPENDIX A**

Projected Awards for the 2018-2020 Contract Cycle and *reasonably expected* two-year budgets are as follows:

PROJECTED AWARDS	Project Detail	2163	CHG Base	HEN	TANF
<b>Coordinated Entry</b>					
1	Adult		\$60,000		
2	Adult		\$14,000		
3	Young Adult (18-24)		\$10,000		
<b>TANF (For-Profit only)</b>					
1	Serve TANF Eligible				\$50,000
2	Serve TANF Eligible				\$50,000
<b>RRH/RA (For-Profit only)</b>					
1	Adult		\$245,000		
2	Adult		\$200,000		
3	Young Adult (18-24)		\$130,000		
<b>HEN</b>					
1	Serve HEN certified			\$900,000	
2	Serve HEN certified			\$400,000	
<b>Emergency Shelter</b>					
1	24-hour low barrier shelter - City of Yakima	\$950,000			
2	DV – Upper Valley		\$110,000		
3	DV – Lower Valley		\$110,000		
4	Youth/Young Adult	\$125,000			
5	Overnight – Lower Valley	\$75,000			
6	Winter Weather Hotel/Motel Vouchers All County	\$100,000			
7	Winter Weather Hotel/Motel Vouchers All County	\$60,000			
<b>Outreach Services Only</b>					
1	All County	\$30,000*			
2	All County	\$30,000*			
<b>Capital Improvement</b>					
1	All County	\$250,000*			
<b>TOTAL ANTICIPATED AWARDS (2 YEARS)</b>		<b>\$1,620,000</b>	<b>\$879,000</b>	<b>\$1,300,000</b>	<b>100,000</b>

*\*Amount of award contingent on increase of 2163 funds per Legislative Bill 1570*

## 2018 RFP APPLICATION COVER SHEET – **APPENDIX B**

**Project Title:** \_\_\_\_\_

**Agency name:** \_\_\_\_\_

**Contact Information for Project Applicant:**

Primary contact for this application: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Application contact phone: \_\_\_\_\_  
 Application email address: \_\_\_\_\_  
 Tax Identification Number #: \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Request for Proposal Category:** Check the Category for which this Application applies:

- |                                                                                   |                                                                   |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> <b>Emergency Shelter</b> (DV, Youth, Individual, Family) | <input type="checkbox"/> <b>Rapid Rehousing/Rental Assistance</b> |
| <input type="checkbox"/> <b>Coordinated Entry Services</b>                        | <input type="checkbox"/> <b>Capital Improvement Project</b>       |
| <input type="checkbox"/> <b>Winter Weather Hotel/Motel Vouchers</b>               | <input type="checkbox"/> <b>TANF Client - Rent Assistance</b>     |
| <input type="checkbox"/> <b>Outreach Services</b>                                 | <input type="checkbox"/> <b>HEN Client - Rent Assistance</b>      |

**Brief Project Description** (Limit to one (1) sentence):

**Budget Summary:**

	PY2018	PY2019
<b>2018-2020 Homeless Housing Funds Requested:</b>	_____	_____
Other Project Funds (Other grants, fundraising, etc.):	_____	_____
<b>Total Project Budget:</b>	_____	_____

**Authorized Signature of Applicant:** To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the proposal is awarded funding.

Signature of Authorized Representative: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_



