

2017-2018 REQUEST FOR PROPOSALS (RFP) HOMELESS CRISIS RESPONSE SYSTEM LOW-INCOME HOUSING

STAFF CONTACT:

Kayla Schott-Bresler
700 South Second Street #301
Mount Vernon, WA 98273
kaylasb@co.skagit.wa.us
(360) 416-1520

County Goals & Priorities

- Fund diverse services that maximize resources to respond to homelessness in Skagit County.
- Ensure all populations experiencing homelessness throughout Skagit County have access to services.
- Build on the strengths of our homeless service system and work to fill system gaps.
- Catalyze the production/preservation of affordable housing.

RFP Schedule

Action	Date	Time
RFP Release	Friday, February 3 rd	-
Letters of Interest Due	Friday, March 3 rd	3:00pm
Low-Barrier Shelter Pre-App Mtg.	Friday, March 10 th	1:00-2:30pm
Affordable Housing Pre-App Mtg.	Friday, March 10 th	3:00-4:30pm
Proposals Due	Friday, March 31 st	3:00pm
Tentative Awards Announced	Friday, May 5 th	3:00pm
Final Awards Announced	June	-
Contracts Begin	Saturday, July 1 st	Midnight

Community Development

- State CDBG General Purpose Grants
- Prioritizing affordable housing; community facilities
- Letters of Interest **MUST** be submitted by **March 3rd**
- Agency must have capacity to draft proposal by June

Funding Available

- Document Recording Fees (Requirements)
- Emergency Solutions Grant (Requirements)
- Consolidated Homeless Grant (Requirements)
- Please indicate in your proposal if you are able to comply with CHG/ESG, but you do not need to decide which to ask for.

Funding Source	Amount Available
Document Recording Fees	\$945,340
Emergency Solutions Grant	\$85,000
Consolidated Homeless grant	\$482,160
Total	\$1,512,500

Funding Categories

- Affordable Housing
- Coordinated Entry and Assessment
- Low Barrier Shelter
- Rental Assistance and Case Management
- Shelter and Transitional Housing

Activity	Amount Available
Affordable Housing	\$150,000
Coordinated Entry	\$229,000
Low Barrier Shelter Planning	\$25,000
Shelter and Transitional Housing	\$351,000
Rental Assistance and Case Management	\$757,000
Total	\$1,512,5000

Proposal Expectations

Minimum Qualifications

- Must be a public-interest entity
- Fair Housing and other applicable laws
- Qualified and responsible management
- Sound financial management systems and financial capacity to operate programs on a reimbursement basis
- Able to comply with the insurance requirements of the contract
- Experience in operating proposed project or program, or demonstrated knowledge and training necessary to operate proposed project.

Affordable Housing - Activities

- Rent subsidies; must take referrals for such units exclusively from the Housing Resource Center during the period of award.
- Acquisition, construction, or rehabilitation of housing projects.
- Land and pre-development expenses, under limited circumstances.

Affordable Housing - Requirements

- Must provide non-time-limited housing or designated farmworker housing.
- Must engage early with the City government where the project is located.
- Project must be located in close proximity to social services, transit, grocery, and employment opportunities.
- Must fully expend funds prior to July 1, 2018.
- Capital projects must remain in use for low-income households for no less than 50 years from the date of the award.

Affordable Housing - Priorities

- Priority for projects that serve households at 30% AMI and below and/or homeless households.
- Demonstrated project readiness and development timeline.
- Sustainable long-term operating budgets which demonstrate cost-effectiveness.
- Clearly demonstrated need for County capital funding, including identification of other pre-development fund sources.
- Demonstrated development experience.
- Agency capacity and financial viability.
- Strong leverage.

Coordinated Entry - Activities

- Operating a centralized county-wide Housing Resource Center.
- Leading the 2017 Point-In-Time Count, following all guidelines distributed by the Washington State Department of Commerce.
- Providing countywide HMIS administration, support, and data summaries.
- Providing other administrative functions, as set forth by Skagit County.

Coordinated Entry - Requirements

- See RFP!

Coordinated Entry - Priorities

- Knowledge of best practices in coordinated entry and homeless crisis response systems, including an understanding of diversion, prevention and rapid rehousing services.
- Collaboration with partner agencies.
- Demonstrated cultural competency and a plan to provide culturally-competent services.
- Experience with HMIS.
- Demonstrated techniques to shorten the length of time people experience homelessness.
- Ability to show leveraged funding.
- Experience with motivational interviewing, trauma-informed care, and client-oriented services.

Low Barrier Shelter - Activities

- Finding a facility for a winter shelter and/or year-round low-barrier shelter.
- Creating a robust plan to secure any needed capital, services, and operating funding.
- Creating a sustainable staffing and volunteer engagement plan.
- Meeting with community institutions to create buy-in and secure sustainable resources.
- Coordinating with the Skagit County Housing Resource Center and other community partners.

Low Barrier Shelter - Proposal

- Strong preliminary description of shelter plans, number of beds, potential sites and/or expansion areas, and possible community partners and other funders.
- Agency readiness and capacity to plan and/or own and operate shelter (the agency creating the plan does not need to own and operate the shelter; however, the agency applying for this funding must have an MOU in place with an agency that is committed to owning and operating the shelter long-term).
- Dedicated staffing resources for project planning.

Shelter & Transitional Housing - Activities

- Drop-in Shelter
- Continuous-stay Shelter
- Interim/Transitional Housing (previously funded projects only)
- Motel Voucher Program

Shelter & Transitional Housing - Requirements

- Accept referrals exclusively from the Skagit County Housing Resource Center (Youth and Domestic Violence providers are excluded from this requirement).
- Enter all client information into HMIS following CHG and HUD data standards applicable to the program.
- Prioritize unsheltered households.

Shelter & Transitional Housing - Priorities

- Adherence to best practices in homeless crisis response system.
- Cost per exit to permanent housing destination.
- Cost per bed night.
- Long term success of households exiting to permanent housing placements.
- 10 Year Plan Alignment.
- Ability to provide culturally-competent services for people with a variety of backgrounds.
- Conceptually sound, financial viable project.

Rental Assistance & Case Management

- Activities

- Targeted Prevention
- Flex Funding
- Assertive Outreach/Street Outreach
- Housing-Focused Case Management
- Diversion (only available in conjunction with the Skagit County Housing Resource Center)
- Rapid Re-Housing
- Permanent Supportive Housing
- Master Leasing
- Landlord Mitigation Funds

Rental Assistance & Case Management - Requirements

- CHG & ESG Guidelines
- 30% AMI/HEN/TANF.
- Prioritize unsheltered households.
- Utilize progressive engagement; all support services must be voluntary.
- Assess each household and create housing stability plans.
- Accept referrals exclusively from the Skagit County Housing Resource Center (Youth and Domestic Violence providers are excluded from this requirement).
- Must enter accurate client data into the HMIS system according to HUD and Commerce timeliness and data standards.
- Must have the financial systems to make rent payments to landlords in a timely fashion or contract with an agency able to do so (must have an MOU in place).

Rental Assistance & Case Management - Priorities

- Adherence to best practices in homeless crisis response system.
- Cost per exit to permanent housing destination.
- Cost per bed night.
- Long term success of households exiting to permanent housing placements.
- 10 Year Plan Alignment
- Ability to provide culturally-competent services for people with a variety of backgrounds
- Conceptually sound, financially feasible project.
- Ability to get rent and deposit money to landlords quickly and on-time.

Partnerships and MOUs

- We encourage Partnerships.
- An MOU must be submitted on or before the proposal submission deadline.
- MOU should be detailed and specify what role each agency will play in the implementation of the proposal.

Competitive RFP Process

Rules and Regulations

- Question and answer process
 - All Questions and answers will be made available to **all** applicants on the County's website
- Pre-application Meetings
 - Only required if applying for Low-barrier shelter planning or for Housing development, preservation, or acquisition funds

Budget Expectations

- Detail, Detail, Detail.
- Show leveraging funds.
- Provide actual costs to operate your program.
- Admin requests should be included as a separate item.

Questions

