

Skagit County 2017-2018 Request for Proposals (RFP)
Homeless Crisis Response System & Low-Income Housing

Questions submitted by Agencies; Answers Provided by Skagit County Public Health

March 24, 2017

Q. Last year there was a pre-established format for the proposal we submitted. Can we use that same format? Should we follow that same model, or, is there a new format/model the County is asking agencies to follow for this year?

A. Please respond to all of the questions in the application, include all supplemental attachments, and follow any other submission instructions detailed in the RFP. The technical formatting of the application is at the discretion of the applicant.

Q. Should a shelter program answer question 5 on the General Services application?

A. Yes, please detail any relationships with or outreach to landlords that would help your shelter clients secure permanent housing.

Q. On the budget attachment, should we list staff time and financial assistance from another grant as “in-kind” or “funds from other sources”?

A. Please list this as funds from other sources.

March 10, 2017

Q. When calculating cost per bed night or cost per exit to permanent housing, are you specifically looking for the cost *to the County*, based on this funding request, or are you looking for us to factor in all funding sources supporting the program?

A. Please include both cost to the County AND total program cost in your calculations of cost per bed night or cost per exit to permanent housing.

Q. For a provider applying for HEN and TANF funds, these buckets are specified in the table of funding sources, but the budget worksheet does not specify how to designate these funds. Does the County want HEN and TANF funds specified in the budget worksheet, or just the total amount requested regardless of which grant it is coming from?

A. Please specify HEN and TANF funds requested in the budget worksheet as separate line items.

March 3, 2017

Q. Landlord mitigation is listed as an allowable activity under the Rental Assistance/Case Management funds. Would a landlord incentive program be considered an appropriate iteration of this?

A. If the landlord incentive program is consistent with CHG guidelines and eligible activities, it would be eligible for funding under this RFP.

February 24, 2017

Q. Should we submit a separate letter of interest for each funding category we will be submitting an application for, or just one letter of interest per agency?

A. Please submit a letter of interest for each funding category.

Q. For a Diversion application, the funds fall under Rental Assistance/Case Management, but must be in conjunction with the Housing Resource Center (coordinated entry). Should a Diversion ask be

included with the Coordinated Entry ask, in the format of the General Services Application, or just included with a broader Rental Assistance/Case Management request?

A. Please include any diversion request with your Rental Assistance/Case Management request.

Q. Are the following requirements (listed under the Rental Assistance/Case Management Funding Notice) applicable to Diversion?

- **Prioritization of unsheltered households**
- **Housing stability plans**

A. No. These requirements are not attached to diversion services. There will be significant flexibility in implementing diversion, so long as CHG guidelines and best practices are met.

Q. For an agency requesting funds under both Shelter/Transitional Housing and Rental Assistance/Case Management, can this be a combined application using the General Services Application format, or should these be two separate General Services applications?

A. This should be submitted as two separate General Services applications.

February 17, 2017

Q. Why has the County required a “strong preliminary description of shelter plans, number of beds, potential sites and/or expansion areas, and possible community partners and other funders” if the low-barrier shelter money is supposed to provide funding to answer these questions?

A. The County expects the applicant will have done some initial work to brainstorm possible options for the shelter. The County does not expect these “preliminary” descriptions to be final, but is interested in seeing that some time and thought has been put into the concept and the number of beds needed based on local data. The County expects the applicant to present some possible options it would pursue if funding was granted. For instance, the proposer could name potential other funders that *may* be interested in the project, and if funding is received, use those funds to pay for staff to approach those funders. The County would understand that all this information would be preliminary

Q. Do all of CHG’s guidelines now apply to document recording fee funding? Or are the only two requirements of doc fees 1) Coordinated Entry Participation and 2) HMIS?

These are the only two requirements coming from CHG, pending further changes by Commerce. The County reserves the right to add additional language to contracts prior to executing an award. For example, the County will require adherence to all applicable state and federal laws, an ability to meet insurance requirements, and other items related to contract execution, monitoring, and enforcement.

Q. The RFP states that land and pre-development expenses are eligible under limited circumstances. Can you explain this further?

The County has limited capital dollars to allocate for affordable housing, and we must use those funds diligently. There are often other sources of pre-development funds available for capital projects and prior to issuing an award for pre-development, the County would want to see a clear demonstration of why those funds were not accessible or not an appropriate fit for the project. Additionally, the County would want to see information that suggested a strong likelihood of success in securing the remaining capital dollars.

February 10, 2017

Q. Is there a period of time during which income eligibility does not have to be verified if the household is homeless at intake?

A. Yes, if CHG Guidelines stay the same. Skagit County defers to CHG guidelines on rental assistance requirements.

Q. Will contracts have specific language about audits for Fair Housing law compliance?

A. There will be language about requirements for complying with Fair Housing law.

Q. Will affordable homeownership be an eligible use of Affordable Housing funding?

A. Yes, if households served are below 50% AMI. Per statutory guidelines, there will be a priority placed on programs that serve households at 30% AMI and below.

Q. For affordable homeownership, at what time period is income eligibility determined?

A. At the time of the household's application for housing; Skagit County defers to other funders on this matter.

Q. With Rental Assistance funding, are there mandated percentages between Rapid Re-Housing, Case Management, etc...

A. No, so long as the project complies with any CHG guidelines on this matter.

Q: In the document recording fee section of the RFP, the language is consistent with CHG that some guidelines are set by State Commerce, and that Skagit must accept those requirements - what are these requirements?

A: Programs must accept referrals exclusively from coordinated entry and enter participant data into HMIS. CHG guidelines—and these requirements—are subject to change.

Q: Does a program need to specify if we are requesting funds from doc fee vs. CHG, ESG, etc.?

A: No. However, please indicate in your narrative whether you are able to comply with CHG and/or ESG guidelines.

Q: How does the \$300,000 of funding for emergency shelter programs compare to past RFPs?

A: This funding is comparable (slightly higher) than the amount allocated in 2016 through the Document Recording Fee & CHG competitions.

Q: There is a statement that states that award expectations/requests should be governed by previous award allocations. If so, should we expect awards consistent with the last allocation - when doc fee was at its lowest, or previous cycles - when it was more normal?

A: This statement may be unclear. The County intended to say "Funding buckets are based on 2016 allocations for each service. Individual agency proposals will be considered on a competitive and merit-based basis. Past award levels do not necessarily predict future funding levels."

Q: Can companies from outside the United States apply for this funding?

A: No.

Q: Do companies from outside the United States need to be present for application meetings?

A: Companies from outside the United States are not eligible for funding.

Q: Can we perform the tasks (related to the RFP) outside the United States?

A: No.

Q: Can we submit the proposals via email?

Updated: February 17, 2017; email additional questions to Kayla Schott-Bresler at kaylasb@co.skagit.wa.us.

A: Yes, proposals can be submitted to Kayla Schott-Bresler at kaylasb@co.skagit.wa.us.