



SKAGIT COUNTY PUBLIC HEALTH

2017 REQUEST FOR LETTERS OF INTEREST COMMUNITY DEVELOPMENT

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

STAFF CONTACT:

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REQUEST FOR LETTERS OF INTEREST

WASHINGTON STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Washington State Community Development Block Grant (CDBG) program improves the economic, social, and physical environment of eligible, rural cities and counties to enhance the quality of life for low- and moderate-income residents, thereby strengthening the entire community.

Skagit County is an eligible recipient of Washington State CDBG funds. In order to access this funding, Skagit County must submit a qualified proposal to the Washington State Department of Commerce by June 2017.

CDBG can fund a range of [activities](#). Skagit County has prioritized General Purpose Grants in the areas of Community Facilities and Affordable Housing for the 2017-2018 funding cycle.

If your agency is interested in working with Skagit County to apply for a CDBG general purpose grant, please submit a letter of interest to kaylasb@co.skagit.wa.us no later than 3:00 on March 3, 2017. Only projects that submit a letter of interest will be considered for the 2017-2018 funding round.

Letters of interest should include:

- Agency name and point of contact.
- Demonstrated understanding of and consistency with CDBG eligibility guidelines.
- Project description.
- Details on internal agency capacity to draft CDBG application to the State.
- Details on agency/staff experience with administration of Federal and State funds.
- Details on agency/staff experience with the type of project being proposed.

Please review all relevant documents on the Department of Commerce's [website](#) prior to submitting a letter of interest.

Applicants are encouraged to submit questions to the County for additional information. Responses to questions will be added to the County's Housing [Website](#) weekly during the RFP period. Questions should be submitted via email to kaylasb@co.skagit.wa.us with "2017-2018 RFP Question" as the subject line.

REQUEST FOR PROPOSALS

SKAGIT COUNTY HOMELESS CRISIS RESPONSE SYSTEM & LOW-INCOME HOUSING

Skagit County seeks proposals, no later than **3:00pm on March 31, 2017**, from qualified bidders experienced in implementing projects to provide homeless crisis response services and affordable housing to low-income households. Funds for this program will come from the Consolidated Homeless Grant (CHG), Emergency Solutions Grant (ESG), and Skagit County Document Recording Fees.

Skagit County receives various state grants and document recording fees for which funds must be used in accordance with funding guidelines, statutory requirements, and the strategies outlined in the [Skagit County Ten Year Plan to End Homelessness](#).

Proposals are sought in the following areas:

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

Preliminary estimates for allocations in each service area are based on past investment patterns.

Each proposal must be submitted to Skagit County Public Health, Attn: Kayla Schott-Bresler, 700 South Second Street, #301, Mount Vernon, WA 98273 and/or emailed to kaylasb@co.skagit.wa.us no later than 3:00pm on March 31st. Late proposals will not be accepted.

Letter of Interest (attached) is due by 3:00pm, March 3rd. No proposals will be accepted from any organization that does not submit a Letter of Interest with that project specifically identified.

If your organization is applying for funding for any of the following projects, pre-application meetings are required:

- Low-barrier shelter planning
- Housing development, preservation, or acquisition

Applicants are encouraged to submit questions to the County for additional information. Responses to questions will be added to the County's Housing [Website](#) weekly during the RFP period. Questions should be submitted via email to kaylasb@co.skagit.wa.us with "2017-2018 RFP Question" as the subject line.

Skagit County reserves the right to reject, in whole or in part, any and all proposals received. Skagit County reserves the right to negotiate contract terms subsequent to the submissions of proposals from the selected qualified proposers. Skagit County reserves the right to require any projects selected for

funding to undertake the project in a manner specified by the County in the contract, which may include, but is not limited to, coordination with specific programs, services, or other resources.

All proposals are public information and subject to public disclosure.

The County is not liable for any costs incurred by proposers prior to entering into a contract. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the County.

I. Background

In order to reduce the prevalence of homelessness, the amount of time people spend in a state of homelessness, and homeless recidivism in Skagit County, the Public Health Department will make available an unprecedented level of funding to support a robust homeless crisis response system and create permanent housing solutions for low-income households.

The County has prioritized funding to accelerate a shift toward a homeless crisis response system, that when scaled appropriately, could assess and respond to the housing crisis of all people experiencing homelessness in Skagit County. In order to do so, the system must prioritize unsheltered households and create an emphasis on housing-focused services that are designed to address the immediate crisis of homelessness and return people to a safe permanent housing situation, with adequate supports in place. The homeless crisis response system will also connect households with other mainstream services to address longer term needs, such as mental and physical health, employment, and education.

The needs of people experiencing homelessness in Skagit County are varied, and a client-centered approach to services is necessary to maximize resources and meet individuals' specific needs. For instance, data from the 2016 Point in Time Count reveals that 37% of adults experiencing homelessness in Skagit County have a serious disability, which may impact their ability to achieve self-sufficiency or succeed in a conventional homeless service or housing program. Skagit County is working toward a system that is better equipped to provide, at a minimum, the possibility of shelter and rapid rehousing services to all populations experiencing homelessness.

The County seeks to fund a diverse set of services that maximize resources to respond to the homelessness crisis; provide geographic coverage across Skagit County and demographic coverage across all populations experiencing homelessness; balance short term needs with long term investments; and build on the strengths and resiliency of individuals and families involved in the homeless and low-income housing systems.

II. RFP Timeline

In administering this RFP, Skagit County will adhere to the below timeline.

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

If your organization is applying for funding for any of the following projects, attendance at the pre-application meeting is required:

- Low-barrier shelter planning
- Housing development, preservation, or acquisition

Please see the above schedule for pre-application meetings. Meetings will be held at Skagit County, 1800 Continental Place, Mount Vernon, in the Skagit Meeting Room.

III. Availability of Funds

Skagit County is pleased to make available an unprecedented level of funding for homeless services and affordable housing for the 2017-2018 grant cycle. Grant funds included in this RFP total \$1,512,500. Projects will be funded with local, state, and federal dollars.

- Document Recording Fees (local)
Skagit County is eligible for and receives fees authorized by RCW 36.22.178 and RCW 36.22.179. Skagit County intends to award funds for projects that employ strategies established in the Skagit County Ten Year Plan to End Homelessness. Program guidelines are partially set by the Washington State Department of Commerce, and Skagit County must adhere to these guidelines in administering this grant. For the July 1, 2017-June 30, 2018 funding cycle, Skagit County will make available \$945,340 in Document Recording Fee funds.
- Emergency Solutions Grant (federal/state)
Skagit County is the recipient of an Emergency Solutions Grant (ESG). ESG is funded by the United States Department of Housing and Urban Development (HUD) Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). Funds are awarded by

HUD to the Washington State Department of Commerce, which, in turn, administers the award for eligible counties and cities that are not direct recipients of HUD. Program guidelines are set by the Washington State Department of Commerce and HUD. Skagit County must adhere to these guidelines in administering this grant. For the July 1, 2017-June 30, 2018 funding cycle, Skagit County will make available \$85,000 in ESG. All ESG grant awards are tentative. Final funding amounts will be determined by the start of the contract cycle, based on Commerce’s allocation.

- Consolidated Homeless Grant (state)
 Skagit County is a “Lead Agency” for the Consolidated Homeless Grant Program (CHG). CHG combines state homeless resources into a single grant opportunity under the administration of the Washington State Department of Commerce. Program guidelines are set by the Washington State Department of Commerce, and Skagit County must adhere to these guidelines in administering this grant. For the July 1, 2017-June 30, 2018 funding cycle, Skagit County will make available \$482,160 in CHG. All CHG grant awards are tentative. Final funding amounts will be determined after the Washington State Operating Budget is finalized.

Funding Availability

	Base CHG*	HEN (CHG)*	TANF (CHG)*	ESG	Local Doc Fee	Total
Rent Assistance/Case Management	\$114,802	\$337,946	\$29,412	\$34,000	\$241,340	\$757,500
Shelter/Transitional Housing	-	-	-	\$51,000	\$300,000	\$351,000
Low Barrier Shelter	-	-	-	-	\$25,000	\$25,000
Affordable Housing	-	-	-	-	\$150,000	\$150,000
Coordinated Entry System	-	-	-	-	\$229,000	\$229,000
Total	\$114,802	\$337,946	\$29,412	\$85,000	\$945,340	\$1,512,500

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested. Existing projects (those that currently receive County-awarded funds) are not guaranteed funding from year to year. Projects that will be funded in successive years are those that align with the requirements and expectations of this RFP.

This 2017-2018 funding round represents the highest allocation of affordable housing and homelessness funding in Skagit County’s history. However, agencies should consider the uncertainty of this level of funding going forward when planning new projects. The primary source of this funding—the Document Recording Fee—is set to partially sunset in 2019. If this sunset occurs, it would significantly limit the amount of funding available in future funding rounds. Document Recording Fees, CHG, and ESG are all

subject to economic fluctuations in the economy and/or legislative decisions at the state and federal level.

IV. Minimum Qualifications

Organizations must meet the following minimum qualifications to be considered for funding:

- Organization must be a local government, Council of Governments, Housing Authority, Community Action Agency, Regional Support Network (under 71.24 RCW), nonprofit community or neighborhood-based organization, federally recognized Indian tribe in the state of Washington, or regional or statewide nonprofit housing assistance organization who operates programs to end homelessness within a defined service area.
- Organization must be able to comply with all applicable local, state and federal laws; Organizations should review [“A Guide to Fair Housing for Nonprofit Housing & Shelter Providers”](#) prior to applying for funding. Contracts may be monitored for compliance with federal and state anti-discrimination laws and any violation will result in a 30-day corrective action notice.
- Organization must be able to comply with all contract requirements of Skagit County, the Washington State Department of Commerce, and the United States Department of Housing and Urban Development (depending on source of funds used).
- Compliance with service-specific eligibility criteria (as described below).
- Organization has qualified and responsible management and staffing resources necessary to implement the project, including any applicable licensing and credentialing requirements.
- Organization has sound financial management systems and financial capacity to operate programs on a reimbursement basis.
- Organization is able to comply with the insurance requirements of the contract.
- Organization has experience in operating proposed project or program, or demonstrated knowledge and training necessary to operate proposed project.

A proposer’s overall capacity, specialized experience, reputation, past performance for similar services, technical competence, financial stability, and ability to meet program goals will all be considered in the award decision.

Grantees should expect Skagit County to conduct in-person monitoring and client file review once during the grant cycle. Other contract monitoring will occur through review of HMIS data, reported monthly by the contractor. Skagit County reserves the right to conduct additional assessment and contract monitoring at any time during the grant cycle.

Contracts may include performance measures, per requirements set by the Washington State Department of Commerce.

V. Proposal Submission Requirements & Evaluation Process

Please include the following in your proposal:

- a. Application Cover Sheet (Attachment B).
- b. Responses to the applicable narrative application questions (see appropriate application and additional details below).
- c. Project budget form. *If you are applying for low-income housing development/preservation projects, please email kaylasb@co.skagit.wa.us to request a development budget form.*
- d. Any Memorandums of Understanding (MOUs) between and among project partners. The County strongly encourages partnerships and co-submitted applications, but any co-submitted application must have a clear MOU included.
- e. Most recent financial audit.

If your organization is seeking funding for more than one project, please submit one application per proposed project.

Skagit County Public Health intends to select the proposals which are the most qualified to meet local needs. The proposal submitted must fully address the requirements listed in this solicitation and the proper's degree of experience, knowledge, and ability to provide experienced and qualified services as proposed. Skagit County reserves the right to reject any and all proposals received by reason of this request or to negotiate separately with any source whatsoever, in any manner deemed to be in the best interests of the County.

Staff will conduct an initial review to eliminate any proposals that do not meet minimum qualifications. Following this review, staff will provide all proposals that meet minimum qualifications to a Selection Committee, comprised of the Public Health Director and representatives from the Document Recording Fee Allocations Committee. The Allocations Committee will make a recommendation for funding to the United Way Board of Directors. The United Way Board of Directors will vote and make a recommendation of funding to the Skagit County Board of County Commissioners. The Commissioners make the final decision on any contracts executed between proposers and Skagit County Public Health.

All applicants seeking Consolidated Homeless Grant Funding and Emergency Solutions Grant Funding are required to abide by the Department of Commerce's [CHG](#) & [ESG](#) Program Guidelines. 2017 guidelines are in draft form and can be accessed by contacting kaylasb@co.skagit.wa.us. Additionally, agencies applying for CHG and ESG funding will be expected to adhere to any additional contractual requirements put forth by the Department of Commerce and the United States Department of Housing and Urban Development.

AFFORDABLE HOUSING FUNDING NOTICE

The County will make available approximately \$150,000 of this RFP to support permanent affordable housing, targeted at individuals and families at 50% or less of the Area Median Income. Priority is given to projects targeting households at 30% or less of the Area Median Income. If an incomplete award is made under this section, this funding will be diverted to other RFP priorities. The source of these funds is local document recording fees.

Eligible Activities

- Rent subsidies for units within rental housing projects that are eligible to receive housing trust fund allocations and that require a supplement to rental income to cover ongoing operating expenses; 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.

Grant 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.

Proposal Evaluation Criteria

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

COORDINATED ENTRY FUNDING NOTICE

The County will make available approximately \$229,000 of this RFP to support a centralized Coordinated Entry, Referral, and Assessment system for Skagit County. The source of these funds is local document recording fees.

The purpose of Coordinated Entry is to make it easier for households experiencing homelessness to connect with the services that are best suited to meet their housing needs. Coordinated Entry will also help create and sustain relationships among service providers to improve coordination. The selected agency will also provide leadership and HMIS support to the Skagit County Homeless Crisis Response System, as well as other system-wide administrative functions. The provision of a Coordinated Entry system is a state and federally-mandated requirement.

The County will select one agency to receive this funding.

Eligible Activities include staffing, facility, and overhead costs associated with:

- 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.

Grant Requirements

- Coordinated Entry
 - Establish a centralized location where households experiencing homelessness or imminently at-risk of homelessness can access housing services and other referrals.
 - Maintain a county-wide Housing Interest Pool using HMIS.
 - Advertise Coordinated Entry access point(s) and partner agencies.
 - Establish and utilize a standardized assessment tool that matches households with services that will help them exit homelessness AND prioritizes households with the greatest need.
 - Maintain up-to-date information on program capacities, vacancies, and eligibility criteria.
 - Work with the Coordinated Entry Advisory Committee to develop and maintain policies that include how households are referred to programs; the uniform decision making process for using the assessment to prioritize households for programs; a protocol for rejecting referrals that ensures rejections are justified and rejected households are referred to appropriate services whenever possible; and other system policies.
 - Provide warm handoffs involving close coordination with the agency the household is referred to.
 - Develop grievance policies and a procedure for allowing customer and provider feedback.
 - Provide written materials and intake appointments in English and Spanish.

- Develop a reliable system to address emergent needs after regular business hours.
- Provide leadership to the Coordinated Entry Advisory Committee and maintain/update Policies & Procedures.
- Landlord Engagement
 - Establish and maintain an interested landlord list which includes information on rental properties (including buildings with fewer than 50 units). The list must be updated at least once per quarter, and distributed to partner agencies and households offered rent assistance.
 - Conduct and document outreach to private rental housing landlords at least quarterly about opportunities to provide rental housing to people experiencing homelessness.
- HMIS
 - Develop and maintain HMIS data sharing agreements.
 - Assist Skagit County with county-wide reporting requirements and data requests.
 - Provide training, leadership, technical assistance, and data expertise to other Skagit County agencies using HMIS.
 - Conduct the legislature-mandated 45% set-aside audit (if required in 2017-2018); if this service is not required, \$7,500 in funds will be retracted from this contract.
- Point-in-Time Count
 - Plan and administer January 2018 Point-In-Time Count according to guidelines distributed by the Washington State Department of Commerce.
 - Create and execute a robust volunteer engagement plan.
 - Plan and execute a Point-In-Time Count that captures the geographic and demographic diversity of households experiencing homelessness in Skagit County.
 - Balance staff and volunteer safety with the need for an accurate count.
 - Begin Point-In-Time Count planning by July 2017 and provide monthly progress updates to Skagit County. The County plans for the contractor to allocate approximately .25 FTE toward Point-in-Time Count planning activities between July 2017 and January 2018.
 - Coordinate with youth providers to administer a specific Youth Count.

Proposal Evaluation Criteria

- The proposer should demonstrate knowledge of best practices in coordinated entry and homeless crisis response systems, including an understanding of diversion, prevention and rapid rehousing services.
- Description of how the proposer will effectively collaborate 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.
- Detailed proposal provided for how the proposer will plan and execute the Point-in-Time Count.

LOW BARRIER SHELTER FUNDING NOTICE

Skagit County's homelessness system lacks any shelter services for single adults with substance use disorders or chronic mental illness. A large proportion of people experiencing homelessness suffer from substance abuse and/or mental illness. Existing agencies are not able to meet this need through their current programs, nor do they have the staffing resources to plan a new facility. The County will make available \$25,000 of this RFP to support the planning and development of a low-barrier shelter facility. Skagit County is seeking a Professional Services Contract to plan a shelter for single adults and couples with minimal or no requirements for entry and limited program rules and obligations. The planned shelter must incorporate successful engagement strategies for people who are actively engaged in substance use; individuals who have challenges related to behavioral health and community living; and, individuals with complex medical needs. The planned shelter must be developed in collaboration with community partners, including the Skagit County Housing Resource Center, to ensure the shelter is integrated into the homeless crisis response system. The contract will fund staff time associated with:

- 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.

The Agency seeking funding must be an experienced provider in the field of homeless services, committed to best practices in homeless housing, and present a clear proposal for how County funding would be expended to leverage sustainable long-term resources.

Funding will be spent on a reimbursement basis for staff time and substantial progress would need to be made on a monthly basis for continued expenditures to occur.

Skagit County makes no commitment to ongoing funding for this shelter. This initial commitment is designed to catalyze project planning and fundraising.

Skagit County's document recording fee allocations committee will make a recommendation on any proposal submitted. If the County does not receive an exceptionally strong proposal that meets committee expectations, no award will be made.

Proposal Evaluation Criteria

- 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 AND TRANSITIONAL HOUSING FUNDING NOTICE

The County will make available \$351,000 of this RFP to support shelter and transitional housing operations. If an incomplete award is made under this section, this funding will be diverted to other RFP priorities. The source of these funds is ESG, CHG, and local document recording fees.

Due to federal and state grant requirements and a need to spend down these funds, awards for programs that are able to comply with ESG and CHG requirements will be prioritized for this funding.

The County will not fund any new transitional housing programs during this grant cycle. Only previously-funded transitional housing programs may be funded.

Eligible expenses include administration, operations (including housing-focused case management), and facility support:

Eligible Activities:

- Drop-in Shelter
- Continuous-stay Shelter
- Interim/Transitional Housing
- Motel Voucher Program

Grant Requirements:

Due to state requirements that place conditions on Skagit County funding, all funded programs must:

- 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.

Programs receiving CHG/ESG funding will need to abide by all ESG and CHG rules as set by the Department of Commerce for the 2017-2018 funding round. Please contact kaylasb@co.skagit.wa.us for draft 2017 guidelines.

Proposal Evaluation Criteria

- Adherence to best practices in homeless crisis response system, including:
 - Progressive Engagement and client-driven services.
 - Harm Reduction and Trauma-Informed Care.
 - Low-barrier programs.
 - Housing-focused services that are designed to help households transition to permanent housing as quickly as possible.
 - Linking households to the mainstream resources available to meet their service needs.
- Cost per exit to permanent housing destination.
- Cost per bed night.
- Long term success of households exiting to permanent housing placements.

- How the proposed project will make a direct impact on making homelessness rare, brief, and one-time in Skagit County.
- Ability to provide culturally-competent services for people with a variety of backgrounds.
- Conceptual soundness of the project.
- Financial feasibility of the project.
- Demonstrated ability to implement and administer the project.
- Demonstrated capacity to carry out CHG and ESG Grant Requirements.

RENTAL ASSISTANCE/CASE MANAGEMENT FUNDING NOTICE

The County will make available \$757,500 of this RFP to support rental assistance, diversion, and case management services. If an incomplete award is made under this section, this funding will be diverted to other RFP priorities. The source of these funds is ESG, CHG, and local document recording fees. Set asides for HEN and TANF funds will influence the allocation of these dollars.

More information on eligible expenses can be found at <http://www.commerce.wa.gov/serving-communities/homelessness/consolidated-homeless-grant/>.

Eligible 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

Grant Requirements

- Programs must abide by all ESG and CHG rules as set by the Department of Commerce for the 2017-2018 funding round. Draft 2017 guidelines can be accessed by emailing kaylasb@co.sksagit.wa.us.
- Billed activities must be eligible under CHG guidelines.
- Serve households that are homeless or at imminent risk of homeless as defined by the Washington State Department of Commerce AND at or below 30% AMI, DSHS HEN Referral, or TANF Enrolled. Households entering rapid re-housing programs are exempt from income eligibility and housing status requirements for the first 90 days of program participation.
- Prioritize unsheltered households.
- To be eligible for permanent supportive housing, a household must be homeless AND include at least one household member who has a disability that is expected to be long-continuing or indefinite duration and substantially impeded the household member's ability to live independently.
- 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).

Proposal Evaluation Criteria

- 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.
- How the proposed project will make a direct impact on making homelessness rare, brief, and one-time in Skagit County.
- Ability to provide culturally-competent services for people with a variety of backgrounds
- Conceptual soundness of the project.
- Financial feasibility of the project.
- Demonstrated ability to implement and administer the project.
- Ability to get rent and deposit money to landlords quickly and on-time.
- Demonstrated capacity to carry out CHG and ESG Grant Requirements.

APPLICATION – GENERAL SERVICES

Applicants for Rental Assistance/Case Management, Shelter/Transitional Housing, and Affordable Housing should complete the below application questions and attached the Budget and Budget Narrative document. (60-80pts)

1. PROJECT SUMMARY: Please provide a one-page summary of your proposal and funding request. Include a brief description of the proposed project, target populations, and services/activities to be provided; include a description of how the project is aligned with the RFP Priorities.
2. SERVICES/ACTIVITIES AND LOCATION (10pts): Describe the services/activities proposed in a specific and detailed manner; include a description of how the services/activities will be implemented and the frequency/duration of services. Describe the location where the services will be delivered, including if/how the services/activities will be available and accessible county-wide. If this is an expansion of services, provide details of the current services that are provided and the expanded services that will be provided if the funding is awarded.
3. LINK TO NEED (10pts): Describe how the proposed services/activities, including the project location, meet the needs of the target population(s) and fill any gaps in services. Also describe how the proposed services/activities meet the need in the community, without overfilling existing services. Indicate whether the service delivery model to be used is considered a best practice and provide detailed information to support that the project design is A) Evidence Based, or B) If this is an expansion of services/activities, that the project design introduces an innovation that substantially improves the services provided; refer to research, third-party program evaluations or other objective data that indicates the service delivery model will achieve the desired results.
4. OUTREACH AND ACCESS (10pts): Describe in detail how the proposed project will reach and be accessed by the targeted population(s), any anticipated barriers to project access, and how these barriers will be addressed. Also describe any exclusionary criteria used by the project (such as criminal background, sobriety requirements, etc.), why these criteria were selected, and how these criteria are supported by best practices. Describe any mandatory program guidelines (such as life skills classes, work requirements, etc.), why these guidelines were selected, and how these guidelines are supported by best practice and/or outcome data. Please also describe the agency's process for accepting referrals from the coordinated entry system and working with households that meet coordinated entry priorities for service. **Note: Affordable housing projects can skip this question if not requesting operating/rent assistance.**
5. LIAISON ACTIVITY (10pts): Describe the Agency's experience in working with area landlords and/or property managers and detail the project's planned liaison efforts. **Note: Affordable housing projects can skip this question.**

6. COMPLEMENTARY SERVICES/ACTIVITIES, COLLABORATION, AND COORDINATION (10pts): Describe other services/activities, projects and agencies that will provide services or resources to project participants that help meet needs and promote movement toward permanent housing (e.g. case management, services for education, employment, life skills, mental health, substance abuse treatment, etc.); distinguish between the services/activities that will be provided by the agency vs. other agencies in the community. Include a description of any formal agreements and history of partnerships in the community and linkages to mainstream resources. For shelter programs, describe how your program is designed to exit households as quickly as possible to permanent housing and connect clients with the services they need upon exit.
7. ACCESS AND CULTURAL COMPETENCY (10pts): Describe how the agency modifies access to services (language, location, delivery style) for different populations. Describe how the agency identifies specific culturally based needs of populations and modifies the services delivered in order to meet those needs. Describe what process the agency has in place to periodically review its cultural competency, including obtaining input from client and non-client culturally diverse populations.
8. PROJECT OUTPUTS AND OUTCOMES (10pts): The overall goal of this RFP is to rapidly move households to permanent housing and reduce the time spent on the streets or in shelters; the proposed outputs and outcomes must reflect these goals.
- a. Project Outputs:
 - Persons Served: Indicate the total number of unduplicated persons and households to be assisted for the 12 month period.
 - Service Units: Identify and describe each service unit(s) to be provided. Examples include: emergency shelter bed nights, case management hours, meals, vouchers, etc...
 - b. Project Outcomes:
 - Identify and describe project outcomes and how they will be tracked. Outcomes are the benefits or impacts that result from the services/activities provided. Examples include percentage of households exiting emergency shelter into permanent housing, percentage of households who remain in permanent housing, average number of days for a household to obtain permanent housing.
9. BUDGET AND BUDGET NARRATIVE (10pts): Please complete attached budget and narrative form. Describe efforts by the agency to obtain alternative future sources of funding to support the proposed project. Provide any other relevant narrative accompaniment to the project budget that you would like the review team to know.

APPLICATION – AFFORDABLE HOUSING PRESERVATION/DEVELOPMENT PROJECTS

Applicants for affordable housing preservation/development projects should complete these supplemental application questions. Rent assistance projects do not need to complete these. (70 pts)

10. PROJECT TIMELINE (10pts): Discuss the timing of the project including a brief explanation why a funding commitment is necessary during this round, if awarded when coordinated grant funds are expected to be expended, and when you anticipate having all other funding assembled and committed.

11. PROJECT READINESS (10pts): Are there any know issues or circumstances that may delay the project? This is your opportunity to explain challenges and how you plan to address these challenges. Please include an outline of steps that will be taken and the time frame needed to resolve these issues. Please list and explain any issues that may affect the timing of this project, including but not limited to:
 - Environmental issues
 - Land use and zoning issues
 - Feasibility & market analysis
 - Site control issues
 - Other project funding/financing
 - Community opposition
 - Relocation of tenants

12. SITE CONTROL STATUS (10pts): Upload any documentation to confirm your organization has site control. Site Control documentation could include a deed of trust, current options, current purchase and sale agreement, current title report showing the agency holding fee simple title, or an executed lease agreement.

13. OCCUPIED HOUSING (10pts): Does your project involve acquisition or rehabilitation of occupied property?
 - a. If yes, your project involves the acquisition or rehabilitation of buildings that are occupied by businesses or tenants you must upload a list of current occupants with or without leases. If no, you may skip uploading a document.
 - b. Was anyone made to move within 90 days prior to the execution of the Purchase and Sale Agreement?
 - c. Please describe any relocation plans.

14. CAPITAL PROJECT DEVELOPMENT EXPERIENCE (10pts): If your agency is acting as the developer briefly explain your organization's project construction management experience. Do you have staff in-house with experience? Will you hire someone to perform this

function? Does your project include a “team” of people with different roles? If the project will be developed through a formal partnership agreement with a developer, describe the experience and financial capacity of the developer.

15. PAST PROJECTS (10pts): What housing project(s) has your organization constructed in the past and how large were they in size, complexity and cost compared to the proposed project? – Briefly describe any capital projects your organization has been involved with in the past. This can include major rehabilitation projects or new construction.
16. ONGOING PROJECT PRESERVATION (10pts): Describe the plan for covering rents, ongoing property maintenance, capital needs through contributions to operating and replacement reserves.
17. FEDERAL FUNDING: Has the organization received federal or state funding for previous construction contracts? – This includes any federal funding including funds from HUD or other federal sources. If yes, please briefly describe.
18. AFFORDABILITY: Describe how the project will maintain affordability – Describe how you will ensure the project will maintain affordability over the long term. Will there be deed restrictions or some other type of covenant in place? 50 Years of affordability is required for the use of County funds.

APPLICATION – COORDINATED ENTRY

Applicants for Coordinated Entry should complete the below application questions and attached the Budget and Budget Narrative document. (70pts)

1. BEST PRACTICES (10pts): How will your organization implement best practices in coordinated entry and homeless crisis response?
2. ACCESS AND CULTURAL COMPETENCY (10pts): Describe how the agency modifies access to services (language, location, delivery style) for different populations. Describe how the agency identifies specific culturally based needs of populations and modifies the services delivered in order to meet those needs. Describe what process the agency has in place to periodically review its cultural competency, including obtaining input from client and non-client culturally diverse populations.
3. COLLABORATION (10pts): How will your organization collaborate with partner agencies?
4. HMIS (10pts): Describe your organization's experience and capacity with HMIS.
5. TIME IN HOMELESSNESS (10pts): How will your organization implement techniques to shorten the length of time people experience homelessness?
6. POINT-IN-TIME COUNT (10pts): Provide a detailed proposal for how your organization will plan and execute the Point-in-Time Count.
7. BUDGET AND BUDGET NARRATIVE (10pts): Please complete attached budget form. Describe efforts by the agency to obtain alternative future sources of funding to support the proposed project. Provide any other relevant narrative accompaniment to the project budget that you would like the review team to know.

APPLICATION – LOW BARRIER SHELTER

Applicants for the Low-Barrier Shelter Capacity Building Grant should complete the below application questions and attached the Budget and Budget Narrative document. (60pts)

1. PROJECT SUMMARY (10pts): What is your preliminary vision of shelter plans? Include number of beds, potential sites and/or expansion areas, and possible community partners and other funders.
2. BEST PRACTICES (10pts): How will your planning efforts incorporate best practices in low-barrier shelter models?
3. CAPACITY (10pts): Describe your organization's readiness and capacity to plan and/or own and operate a low-barrier 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.)
4. PLANNING (10pts): What is your plan for staffing and providing resources for project planning?
5. LEVERAGING (10pts): Describe how County funding would be expended to leverage sustainable long-term resources.
6. BUDGET AND BUDGET NARRATIVE (10pts): Please complete attached budget form. Describe efforts by the agency to obtain any alternative future sources of funding to support the proposed project. Provide any other relevant narrative accompaniment to the project budget that you would like the review team to know.

Attachment A: Letter of Interest

Please type or print all information. Return the completed and signed form to Kayla Schott-Bresler Skagit County Public Health, 700 S Second Street, #301, Mount Vernon, WA 98273. Forms may also be emailed to Kayla Schott-Bresler or kaylasb@co.skagit.wa.us.

IDENTIFYING INFORMATION

Name and Title of Authorized Representative: _____

Name of Organization: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____ Fax: _____

E-mail: _____

Please attach a one or two paragraph description of your proposed project and the approximate amount of funding requested. *Funding requests and project descriptions are not considered final and may change prior to the submission of a final proposal.*

Signature below indicates an interest in becoming a contractor for Skagit County. I understand that signing this letter does not bind me to submission of a full application. All information submitted in this letter of intent is true to the best of my knowledge and belief. I fully understand that any significant misstatement in or omission from this application may constitute cause for denial of participation.

Name and Title (print or type)

Signature

Date

Attachment B: Application Cover Sheet

Name and Title of Authorized Representative: _____

Name of Organization: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____ Fax: _____

E-mail: _____

Please check the appropriate box below and provide the information requested:

- Incorporated as a private non-profit corporation in the State of Washington and has been granted 501(c) (3) tax exempt status by the U.S. Internal Revenue Service. IRS Employer Identification Number (EIN): _____
- A public corporation, commission, or authority established pursuant to applicable Washington State law
- Other _____

State of Washington Business License Number(s): _____

Program Licensure or Certification Status, if applicable: _____

Has there been any Audit Finding or Management Letters (within the last 3 years) from any public funder? If so, please attach.

Total Dollars Requested: _____ **Funding Category:** _____

I understand the terms and conditions of the RFP and certify that the above-named agencies will comply with all Skagit County requirements if a contract award is made. All information contained in this application is true and accurate to the best of my knowledge.

Project Sponsor

Print Name

Title

Signature

Date