



SKAGIT COUNTY PUBLIC HEALTH

2024-2025 Request for Proposals (RFP) **Coordinated Entry**

STAFF CONTACT:

Peter Miterko

700 S. Second St #301

Mount Vernon, WA 98273

peterm@co.skagit.wa.us

(360) 416-1504

**Notice of Funding Availability
SKAGIT COUNTY HOMELESS CRISIS RESPONSE SYSTEM**

I. Introduction

Skagit County seeks proposals, no later than **3:00pm on Thursday, August 3, 2023**, from qualified parties in Skagit County experienced in Coordinated Entry.

Each proposal must be submitted to Skagit County Public Health, Attn: Peter Miterko, 700 S 2nd St #301, Mount Vernon, WA 98273, or emailed to peterm@co.skagit.wa.us, no later than **3:00pm on Thursday, August 3, 2023**. Late proposals will not be accepted.

Funding Source

This grant will be funded with Consolidated Homeless Grant (CHG) funding.

Skagit County is a “Lead Agency” for CHG. CHG combines state homeless resources into a single grant opportunity under the administration of the Washington State Department of Commerce (Commerce). Program guidelines are set by Commerce and HUD, and Skagit County must adhere to these guidelines in administering this grant. All applicants are required to abide by Commerce’s [CHG](#) Program Guidelines and requirements put forth by Commerce and/or the United States Department of Housing and Urban Development.

Skagit County Reserves the right to utilize additional funding sources as needed.

Funding Availability

Skagit County will make funding available based on applicant requests for operating a robust and comprehensive CE system in Skagit County. Budget limits are not defined in this proposal and applicants are asked to submit funding requests that reflect system and operational needs detailed in proposal. Skagit County will select one Lead Agency to award funding. Proposals may include one or more subcontracted entities to support CE efforts.

The funding period is for seventeen months, February 2024 through June 2025. Contract continuation is contingent upon availability of funds and a project’s success in meeting contract requirements, including performance outcomes. Continuation of funding will be coordinated through the RFP process.

CE grantee 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 Commerce.

Minimum Qualifications

This RFP is open to eligible existing and new (not currently operational) programs. Applicants must meet the following minimum qualifications to be considered for funding:

- Applicant 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 agency that operates programs to end homelessness within a defined service area.

- Applicant must be able to comply with all applicable local, state, and federal laws; applicant 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. Applicant must be able to comply with all contract requirements of Skagit County, Commerce, and the United States Department of Housing and Urban Development (depending on source of funds used).

Proposal Schedule

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

RFP Release Application materials available on the Skagit County website. Public announcement of RFP.	Monday, May 15, 2023
Applicant Workshop (TEAMS meeting) Click here to join the meeting Meeting ID: 232 354 367 639 Passcode: mtvo35	Thursday, June 15, 2023 10:00am – 11:00am
Proposals Due Proposals must be received no later than 3 p.m.	Thursday, August 3, 2023
Tentative Award Announced	Thursday, October 12, 2023
Contract Begins	Thursday, February 1, 2024

Applicants are encouraged to submit questions to the County for additional information. Responses will be added to the County’s Housing Website weekly during the RFP period. Questions should be submitted via email to peterm@co.wa.skagit.us with “2024-2025 Coordinated Entry RFP Question” as the subject line.

A proposal workshop will be held on Thursday, June 15, 10:00am-11:00am via the TEAMS link noted above. The information session will cover proposal requirements, process, and questions.

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 applicants. 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 awards are contingent on the availability of funding.

All proposals are public information and subject to public disclosure.

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

Funding Priorities

The priority for this RFP is to fund projects that align with Skagit County CE Policies and Procedures and Commerce Balance of State (BoS) Homeless Strategies. Refer to [Skagit County Coordinated Entry Policies and Procedures](#) for requirements for the Lead CE Agency receiving funding. Applicants should also familiarize themselves with HUD CE requirements [CPD-17-01](#) and [The Washington Balance of State CE Guidelines](#) which incorporate some of the requirements of CPD-17-01 and requirements and clarifications specific to systems funded by Commerce.

In addition, this RFP is informed by strategies outlined in the [2019-2024 Skagit County 5-Year Homeless Housing Plan](#) and [North Star Guiding Principles](#).

II. Proposal Submission Requirements & Evaluation Process

Submit one copy of the completed proposal. The proposal must be signed and in the order outlined below.

Include only the specific supporting documentation required.

Proposal Requirements:

Please include the following in your proposal:

1. Attachment A: Proposal Cover Sheet
2. Attachment B: Responses to the Project Narrative (may not exceed 10 pages)
 - Scoring Rubric can be found below on pages 7-9.
3. Attachment C: Budget and Budget Narrative
 - Scoring Rubric can be found below on page 9.
4. Agency Documentation, Policies, or Procedures that address the following (See Attachment D):
 - Equity and Inclusion
 - Intake and Screening Criteria
 - Termination and Grievance

Evaluation and Decision-Making Process

Staff Review and Assessment

The submitted proposal must fully address the requirements listed in this solicitation and the applicant's degree of experience, knowledge, and ability to provide experienced and qualified services as proposed. Public Health staff will conduct an initial review to eliminate proposals that do not meet minimum qualifications. Public Health staff may contact applicants for clarifying questions during this initial review.

Low Income and Homeless Housing Allocations Committee Review & Recommendations

Following review and assessment, Public Health staff will provide all proposals that meet minimum qualifications to the Low Income and Homeless Housing Allocations Committee. The Allocations Committee will score applications based on the attached criteria and scoring rubric and make a recommendation for funding to the United Way Executive Committee, and then to the full 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.

Final Decision by Board of County Commissioners

The Commissioners make the final decision on all contracts executed by Skagit County.

Skagit County intends to select the proposal that is most qualified to meet local needs. Skagit County reserves the right to reject any and all proposals, award grants at a lower amount than requested, reduce or increase funding, or negotiate separately with any source whatsoever in any manner deemed to be in the best interests of the County.

III. General Guidelines for Coordinated Entry and Assessment

The purpose of CE is to provide the quickest access to the most appropriate housing to every household experiencing or at risk of homelessness through a standardized assessment and referral process. CE promotes system-wide coordination for a more effective and strategic response to homelessness. CE helps a crisis response system transition from project-focused to person-focused. Through CE, systems can monitor an inventory of housing resources and ensure households are prioritized for available services based on need and vulnerability. Implementation of CE also provides crisis response systems with comprehensive data for planning and resource allocation.

Coordinated Entry will also help create and sustain relationships among service providers to improve coordination. The selected Lead CE 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 federal requirement.

For the purposes of this 2024 RFP, applicants are asked to submit proposals designed to support an integrated and robust CE system. Select Eligible Activities and Principles and Requirements for Agencies receiving funding are listed below. See [Skagit County Coordinated Entry Policies and Procedures](#) for further details.

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

- Operating CE access throughout Skagit County.
- Leading the Point-In-Time Count, following all guidelines distributed by Commerce.
- Providing countywide HMIS administration, support, and data summaries.
- Providing other administrative functions, as set forth by Skagit County.

Requirements

1. Coordinated Entry

- **Governance**
 - Adhere to Commerce BoS CE governance structure and participate in community-level CE governance as Lead CE Agency for Skagit County.
 - Accomplish responsibilities and duties delegated by the County to the Lead CE Agency, including the development and implementation of community-based CE trainings, community level policy oversight, plan and manage system design/re-design, and implementation processes with Skagit County and with final approval from Commerce, among other duties as delegated by Skagit County.
 - Facilitate CE Partners meetings.
 - Maintain strong working relationships with CE access point organizations and community stakeholders.

Access

- Develop and maintain low-barrier, client-centered CE access throughout Skagit County.
- Ensure that CE is accessible for people with disabilities.
- Develop and maintain a Language Access Plan to ensure that CE is accessible for people with limited English proficiency.
- Develop and distribute CE marketing material and advise CE access points on marketing efforts.
- **Assessment**
 - Establish and utilize a standardized assessment tool that matches households with services that will help them exit homelessness.
 - Work with CE access point providers and people with lived experience of homelessness and system involvement on assessment tool updates as needed.
 - Provide training for all CE access points on assessment standards, including how to administer CE intake and vulnerability assessment tool.
- **Prioritization**
 - Prioritize households with the greatest needs as outlined in Skagit County's CE Policies and Procedures.
 - Develop and maintain grievance policies and a procedure for client and provider feedback.
- **Referrals**
 - Maintain up-to-date information on program capacities, vacancies, and eligibility criteria.
 - Develop and maintain low-barrier processes for client check-ins.
 - Communicate referral processes with referral providers and clients.
 - Provide warm handoffs involving close coordination with the organization to which the household is referred.

2. Landlord Engagement

- Work assertively to develop and maintain strong partnerships with private landlords to increase availability of rental units for homeless households on the Homeless Interest Pool.
- Conduct and document outreach on opportunities to provide rental housing to people experiencing homelessness to private rental landlords at least quarterly.
- Establish and maintain list of interested landlords that 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 organizations and households that are offered rent assistance.

3. HMIS

- Maintain a countywide Housing Interest Pool using HMIS.
- Develop and maintain HMIS data-sharing agreements.
- Assist Skagit County with countywide reporting requirements and data requests.
- Provide training, leadership, technical assistance, and data expertise to other Skagit County organizations using HMIS.

4. Point-in-Time Count

- Plan and administer January 2025 Point-In-Time Count that captures the geographic and demographic diversity of households experiencing homelessness in Skagit County, in accordance with the guidelines distributed by Commerce, HUD, and contract expectations.
- Create and execute a robust volunteer engagement plan.
- Lead Point-In-Time Count planning activities. Point-in-Time Count planning should begin at least six months before the Count date. The County plans for the contractor to allocate approximately .25 FTE toward Point-in-Time Count planning activities between July 2024 and January 2025.
- Provide planning progress updates to Skagit County at least quarterly beginning six months before the Count date.

Project Narrative Scoring Rubric

1. Project Summary: 10 Points Possible

7-10	3-6	0-2
Project narrative comprehensively addresses applicant's vision for CE system. Applicant clearly articulates values needed for CE system and describes specific examples of proposed services/activities. Alignment with the Skagit County 5-Year Homeless Housing Plan is well-documented.	Project narrative partially addresses applicant's vision for CE system. Applicant somewhat articulates values needed for CE system and includes some examples but lacks specificity. Alignment with the Skagit County 5-Year Homeless Housing Plan is identified.	Applicant lacks vision for CE system. Response does not articulate values and vision for CE implementation. Alignment with the Skagit County 5-Year Homeless Housing Plan is not documented.

2. Client-Focused Services: 15 Points Possible

11-15	6-10	0-5
Project narrative clearly addresses expectation that the CE system is client focused. Program expectations for communication and interacting with clients—including specific steps to support clients when they are on the Housing Interest Pool—is clear, detailed, and specific.	Project narrative somewhat addresses expectation that the CE system is client focused. Program expectations for communication and interacting with clients is outlined and lacks specific steps.	Project narrative does not address expectation that the CE system is client focused. Program expectations for communication and interacting with clients is vague or nonexistent.

3. Program Access, Location and Outreach: 20 Points Possible

14-20	7-13	0-6
Project narrative clearly addresses expectation that CE service delivery is robust, responsive to client need, and accessible county-wide. Specific details regarding program access, locations, and outreach are well defined and client centered. Applicant concisely describes staff capacity to work with clients and address barriers.	Project narrative somewhat addresses expectation that CE service delivery is robust, responsive to client need, and accessible county-wide. Program access, locations, and outreach is generalized and lacking specific details. Applicant partially describes staff capacity to work with clients and address barriers.	Project narrative does not address expectation that CE service delivery is robust, responsive to client need, and accessible county-wide. Program access, locations, and outreach is vague or nonexistent. Applicant does not describe staff capacity to work with clients or address barriers.

4. Program Integration with Programs and Systems: 15 Points Possible

11-15	6-10	0-5
Project narrative clearly addresses expectation that CE is integrated with physical and behavioral health programs and systems. Applicant provides specific details on connecting clients to services, communication, and collaboration among providers. Applicant describes agreements, partnerships, and linkages to care.	Project narrative somewhat addresses expectation that CE is integrated with physical and behavioral health programs and systems. Applicant provides general outline for connecting clients to services, communication, and collaboration among providers. Applicant somewhat describes agreements, partnerships, and linkages to care.	Project narrative does not address expectation that CE is integrated with physical and behavioral health programs and systems. Applicant provides minimal or inconstant details for connecting clients to services, communication, and collaboration among providers.

5. System Flow and Navigation of Services: 10 Points Possible

7-10	3-6	0-2
Project narrative clearly addresses expectation that the CE system facilitates timely, effective, and efficient referrals to services. Applicant details specific processes for CE systems flow in which partnerships, data entry, and referral protocols are well defined and client centered. Project narrative concisely describes approach and role of diversion.	Project narrative somewhat addresses expectation that the CE system facilitates timely, effective, and efficient referrals to services. Applicant generally outlines processes for CE systems flow in which partnerships, data entry, and referral protocols are described. Project narrative partially describes approach and role of diversion.	Project narrative does not address expectation that the CE system facilitates timely, effective, and efficient referrals to services. Processes for CE systems flow are vague or non-existent. Project narrative does not address approach and role of diversion.

6. Transparency and Community Involvement: 10 Points Possible

7-10	3-6	0-2
Project narrative clearly addresses expectation that CE process, policies, and procedures are communicated to CE partners and program participants. Applicant comprehensively outlines processes for training and information sharing among system providers, local stakeholders, and the wider community. Project narrative provides specific details on what transparency will look like.	Project narrative somewhat addresses expectation that CE process, policies, and procedures are communicated to CE partners and program participants. Applicant partially outlines processes for training and information sharing among system providers, local stakeholders, and the wider community. Project narrative generally addresses what transparency will look like.	Project narrative does not address expectation that CE process, policies, and procedures are communicated to CE partners and program participants. Applicant does not adequately outline processes for training and information sharing among system providers, local stakeholders, and the wider community.

7. Outputs and Outcomes: 10 Points Possible

7-10	3-6	0-2
Program narrative addresses strategies for achieving expected outcomes. Outcomes are reasonable for the services provided and the population served. Program outcomes justify requested funding level.	Program narrative somewhat addresses strategies for achieving expected outcomes. Outcomes are moderately appropriate for the services provided and the populations served. Program outcomes somewhat justify requested funding level.	Program narrative lacks an explanation of strategies for achieving expected outcomes. Outcomes are undefined for the services provided and the population served. Requested funding level is disproportionate to program outcomes.

8. Experience and Capacity: 10 Points Possible

7-10	3-6	0-2
Program narrative clearly addresses applicant's demonstrated experience providing homeless housing and/or services. Applicant details ability and capacity to meet HMIS requirements as well as accounting for public funding. Fiscal oversight is well-defined. Experience with HMIS is not required.	Program narrative somewhat addresses applicant's experience providing homeless housing and/or services. Applicant generally addresses ability and capacity to meet HMIS requirements as well as accounting for public funding. Fiscal oversight is partially described. Experience with HMIS is not required.	Program narrative minimally addresses applicant's experience providing homeless housing and/or services. Applicant does not address ability and capacity to meet HMIS requirements and accounting for public funding. Fiscal oversight is vague or not discussed. Experience with HMIS is not required.

Budget and Budget Narrative Scoring Rubric

1. Budget and Budget Narrative: 10 Points Possible

7-10	3-6	0-2
Program budget and intended use of funds are cost effective and comprehensive for the services provided. Program leverages funds from other sources. Approximate cost of intervention is clearly identified.	Budget and intended use of funds are disproportionate to program scope; some expenses are ineligible for County funding. Program may not leverage other funds. Approximate cost of intervention is somewhat unclear.	Project budget or intended use of funds is unclear. Program does not leverage funds from other sources. Approximate cost of intervention is unclear.