

# EPRAP 2023 RFA

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## Pre-submittal Conference

Kayla Williams & Rebecca Royce

June 20, 2023



# WELCOME!

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- **This meeting is being recorded.**
- **Please identify yourself when talking so we can capture accurate minutes.**

- **Closed Captioning available**



- Turn on Webex Assistant and follow the prompts to turn on closed captioning

- **Lock participant videos in Webex**

- Lock up to 6 participants to see them regardless of who is speaking
  - Each person can customize their own set of pinned participants
  - Hover over the thumbnail location you want to lock a participant to
  - Click on More  and select *Lock a participant to this location*
  - Select the participant from the list you want to lock in that position



# Stakeholders List

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- Contact Janet Snook to be added to the stakeholders list
  - Informed of future funding opportunities
- [Janet.Snook@clark.wa.gov](mailto:Janet.Snook@clark.wa.gov)



# Eviction Prevention Rental Assistance Program (EPRAP)



# Important Dates

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Ability to ask questions ends	July 14, 2023, at 5pm
Applications due	July 21, 2023 (Bonfire states 7/22 at 12am)
Staff review; additional information requests (if needed)	August 2023
CAAB recommendations	August/September 2023
Recommendations submitted for County Council approval	September 2023
Contract negotiations	September 2023
Contracts to start	October 1, 2023



# Funding

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Approximately \$4.3 million available per year

- Contracts October 2023– June 2025
- Minimum request is \$100,000 per year
  - Unspent funds at the end of the contract can not be carried over and must be returned to Commerce.

The purpose of this Request for Application (RFA) is to solicit programs that provide targeted prevention services for Clark County residents most likely to become homeless or to suffer severe health consequences, or both, after an eviction while prioritizing households disproportionately impacted by public health emergencies, homelessness, and housing instability.



# Funding

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- Eviction Prevention By and For Organization Subgrant Requirement

At least 10 percent of the Eviction Prevention total award must be subgranted to organizations that serve and are substantially governed by marginalized populations (By and For organizations<sup>6</sup>). Subgrant activities may include the full scope of homelessness prevention program activities.

Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, and transgender; individuals with disabilities or who are deaf; and Native Americans.



# Funding

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- **Local Homeless Document Recording Fees (HB):** Funding locally collected from real estate transactions.
- **Consolidated Homeless Grant (CHG):** Combination of state homeless resources for county governments under the administration of the Washington State Department of Commerce, authorized by RCW 43.185c Homeless Housing and Assistance.

System Demonstration Grant (SDG) has several fund sources, including state general fund and document recording fees. Throughout the SDG Guidelines the funding sources are referred to as CHG Standard, Housing and Essential Needs (HEN), and Permanent Supportive Housing for Chronically Homeless Families (PSH CHF). Each of the funds has different income and eligibility requirements. The CHG/SDG funds support an integrated system of housing assistance to prevent homelessness and secure permanent housing for households who are unsheltered or in temporary housing, aligned with the State of Washington Homeless Housing Strategic Plan and the Clark County Homeless Action Plan. More information about the CHG/SDG program can be found at <https://www.commerce.wa.gov/serving-communities/homelessness/consolidated-homeless-grant>.





# Program Requirements

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All proposals must follow the below general requirements. All applicable requirements will be incorporated into the performance contracts of selected proposals.

- Contract period : October 1, 2023, through June 30, 2025.
- Follow all requirements in the Clark County Community Services General Terms and Conditions. <https://clark.wa.gov/community-services/general-terms-and-conditions>
- Contract performance will take place in Clark County.
- Programs are required to enter accurate data into the Homeless Management Information System (HMIS); no more than 10 days following enrollment into the program and by the 5th of the following for services provided.
  - Exception for households that fall under the Violence Against Women Act.



## Program Requirements (continued)

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- Quarterly reports and year-end narrative reports must be completed. Reports must include accounting of all grievances filed during the reporting period, and status of resolution.
- All programs must include the following components in their program design: peer support, a Trauma Informed approach, motivational interviewing, and cultural awareness.
- Provide or assist the household with connections to other community resources and people supports that help them improve their housing stability, safety, and well-being and achieve their long-term goals.
- Be staffed by a core of employees who are suitably trained to effectively utilize HMIS, as required, as well as trauma informed services. Staff should also provide great customer service and ensure the program offers services in a culturally aware and appropriate manner to each program participant.



## Program Requirements (continued)

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- Programs must promote dignity and respect
  - Establish formal policies and value statements that convey clear expectations that persons will be treated with dignity and respect in every interaction. Monitor adherence to expectations. Provide people served with a grievance process.
  - Have expectations of program participants clearly communicated and easily accessible for review.
  - Practice cultural awareness and practice equity to effectively serve program participants across demographic differences.
  - Set only minimal and reasonable requirements for program participants and enforce requirements in a fair and transparent way. Programs should limit eligibility criteria to those required by funders and/or facility structure (for example, funding for veterans or unit size suitable for families with children).



# Eligibility Requirements

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- At Risk of Homelessness

- ✓ Have a missed rent payment and currently owe all or part of a rent payment (current month or past months); OR
- ✓ Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
- ✓ Is living in the home of another because of economic hardship; OR
- ✓ Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
- ✓ Lives in a hotel/motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
- ✓ Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
- ✓ Is exiting a publicly funded institution or system of care.

- At or below 80% AMI

- Prioritized for services using the Targeted Prevention Eligibility Screening Tool



# Coordinate vs Collaborate

	What it is...	What it isn't...
<b>Communication</b>  Memo	<ul style="list-style-type: none"> <li>• <b>Transfer of information</b></li> <li>• Interpreting messages</li> <li>• Level of Understanding</li> <li>• Listening</li> <li>• Tool for the other three C's</li> </ul>	<ul style="list-style-type: none"> <li>• Argument</li> <li>• Results-oriented</li> <li>• Only the facts</li> </ul>
<b>Coordination</b>  Referrals	<ul style="list-style-type: none"> <li>• Shared objectives</li> <li>• <b>Understanding of roles and responsibilities</b></li> <li>• Acting together</li> <li>• Efficiency of action</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient results</li> <li>• Redundant/overlapping</li> </ul>
<b>Cooperation</b>  Partnership, MOU	<ul style="list-style-type: none"> <li>• To work or act together for a <b>mutual benefit</b></li> <li>• Requires <b>compliance</b> in order to work in harmony</li> <li>• Jointly controlled/negotiated effort</li> <li>• Challenges norms and assumptions</li> </ul>	<ul style="list-style-type: none"> <li>• Same benefit for all involved</li> <li>• Change in roles or activities</li> <li>• Strategic insight</li> </ul>
<b>Collaboration</b>  Creating a New Project or Initiative	<ul style="list-style-type: none"> <li>• Change – process of shared creation</li> <li>• Using information to <b>create something new</b></li> <li>• Generates insight</li> <li>• Thrives on differences</li> <li>• Results oriented</li> <li>• Evolving and dynamic</li> <li>• <b>“Giving up”</b> old ways</li> </ul>	<ul style="list-style-type: none"> <li>• Consensus</li> <li>• Exchanging information</li> <li>• About the process of relationships</li> </ul>



# Outputs vs Outcomes

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- Outputs = services/actions
- Outcomes = change that happens because of the output
- It may take several outputs to create an outcome
  
- Outputs and outcomes proposed in the application will be used in the contract if awarded funding. We cannot reduce the data points as this is a determining factor in selecting the proposal for funding.
  - If you propose providing 20 widgets to 20 people and by providing the widgets, 20 people will run faster, these will be included in the contract.
  - If you realize you forgot to double the number of widgets after you've been awarded funding (every person needs 2 widgets), you will need to figure out a way to leverage other funds to meet the outcome.



# Evaluation & Selection

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- Administrative review will be conducted for new agencies
  - Additional documentation may be asked from your agency
- Evaluation and recommendations will be completed a Community Action Advisory Board Subcommittee in late August or early September
  - More information about the board: <https://clark.wa.gov/community-services/caab-community-action-advisory-board>
  - Applications scored based on a 100-point system
    - Number of points available per question indicated in the application
    - Some questions are scored based on specific criteria which is included in the question



# Application Hints

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- Read everything
- Answer the question being asked
- Review committee is made up of community members and may not understand acronyms or social service lingo
- Use the documents referenced
- Work on true collaborations now
- Focus on the program, not the agency
- Applications that do not meet the intent of the RFA will not be approved for review by the review committee
  - If we are asking for a boat, and you propose an airplane, your proposal does not meet the intent





# Bonfire



# RFA Supporting Documentation

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- Documents

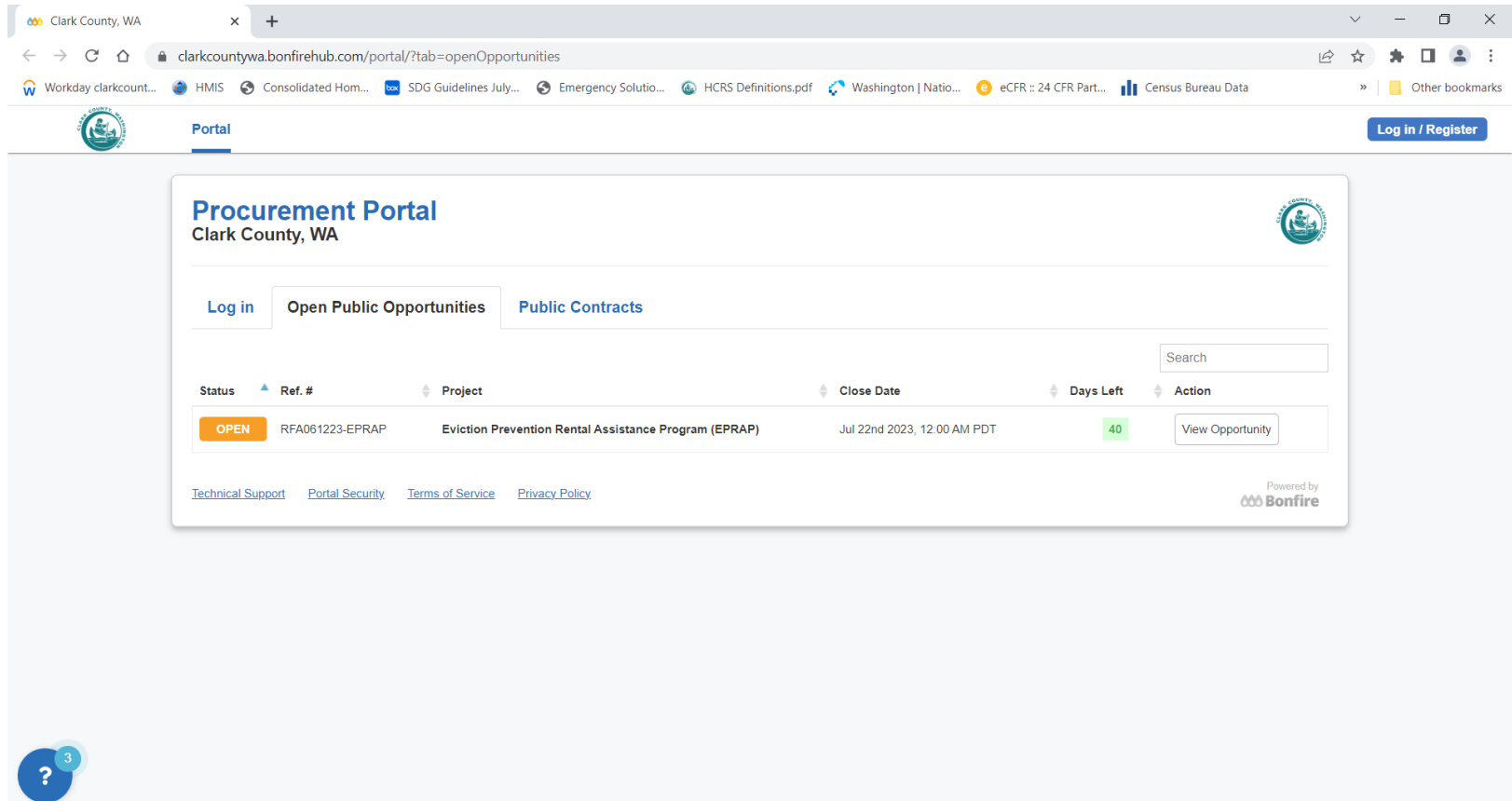
- Final Bill Report
- Best and Emerging Practices
- Example Screening Form – Targeted Prevention
- Proposed Budget template (required)
- EPRAP RFA Description and Requirements (required)
- HCRS Definitions
- Conflict of Interest and Debarment Certification (required)
- Letter of Collaboration Reference and Example
- Income Limits

- Document Location

- County website: <https://www.clark.wa.gov/community-services/applications>
- Directly on Bonfire: <https://clarkcountywa.bonfirehub.com/portal/?tab=openOpportunities>



# RFA on Bonfire



The screenshot shows a web browser window with the URL `clarkcountywa.bonfirehub.com/portal/?tab=openOpportunities`. The page title is "Procurement Portal Clark County, WA". There are three tabs: "Log in", "Open Public Opportunities" (which is active), and "Public Contracts". A search bar is located at the top right of the main content area. Below the search bar is a table with the following columns: Status, Ref. #, Project, Close Date, Days Left, and Action.

Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	RFA061223-EPRAP	Eviction Prevention Rental Assistance Program (EPRAP)	Jul 22nd 2023, 12:00 AM PDT	40	<a href="#">View Opportunity</a>

At the bottom of the page, there are links for "Technical Support", "Portal Security", "Terms of Service", and "Privacy Policy". The page is powered by Bonfire. A blue circular notification icon with a question mark and the number "3" is visible in the bottom left corner.



# RFA: Files

- Back to Projects
- Details
- Files (9)**
- Messages (0)
- Approvals
- Evaluation Groups
- People
- Requested Information
- Criteria (100 pts)
- Vendor Invites
- Submissions (0)
- Reports

## Eviction Prevention Rental Assistance Program (EPRAP)

Internal Files (0) Public Files (9) Attached Files from Messages (0)

**Public Files (9)** Upload

Public files are visible here and on the opportunity page for this project. Only people who can view this page or the opportunity page can see these files.

File	Type	Description	Added By	Date	Actions
<a href="#">1277-S2.E_HBR_FBR_21.pdf</a>	Documentation	Final Bill Report HB1277. Page 4 has specific info on EPRAP.	Kayla Williams	25 May 2023	Actions
<a href="#">Best &amp; Emerging Practices Definitions for HCRS.pdf</a>	Documentation	List of best & emerging practices and definitions	Kayla Williams	25 May 2023	Actions
<a href="#">CHG Targeted Prevention Eligibility Screening Form July 2022.docx</a>	Documentation	Example of targeted prevention eligibility screening from. Screening will ...	Kayla Williams	22 May 2023	Actions
<a href="#">Conflict of Interest and Debarment Certification.pdf</a>	Documentation	This form is required, review and sign.	Kayla Williams	22 May 2023	Actions
<a href="#">EPRAP Proposed Budget.xlsx</a>	Documentation	This form is required for submitting a budget proposal within the applicati...	Kayla Williams	22 May 2023	Actions
<a href="#">EPRAP RFA Description.pdf</a>	Documentation	This form is required, review and sign.	Kayla Williams	09 Jun 2023	Actions
<a href="#">HCRS Definitions - Prevention.pdf</a>	Documentation	Defining prevention and additional HCRS terms.	Kayla Williams	01 Jun 2023	Actions
<a href="#">Letter of Collaboration Reference and Example.pdf</a>	Documentation	How to know if your partnership meets collaboration requirements	Kayla Williams	25 May 2023	Actions
<a href="#">May 23 Income Oct 22 FMR Jun 22 HOME Limits.pdf</a>	Documentation	2023 income limits for HB/CHG programs.	Kayla Williams	22 May 2023	Actions



# RFA: Opportunity Q&A

The screenshot displays the Bonfire web application interface for the Eviction Prevention Rental Assistance Program (EPRAP). The browser address bar shows the URL: [clarkcountywa.bonfirehub.com/projects/94170/internalDiscussions](https://clarkcountywa.bonfirehub.com/projects/94170/internalDiscussions). The page header includes navigation tabs for 'Projects', 'Contracts', and 'Portal', along with the user profile 'Kayla W. Clark County, WA'. The main content area is titled 'Eviction Prevention Rental Assistance Program (EPRAP)' and features three tabs: 'Internal Discussions (0)', 'Public Notices (0)', and 'Vendor Discussions (0)'. The 'Internal Discussions' tab is active, showing a message: 'There is currently nothing to display here.' and a button labeled 'Start a new Internal Discussion'. The sidebar on the left contains navigation options: 'Back to Projects', 'Details', 'Files (9)', 'Messages (0)', 'Approvals', 'Evaluation Groups', 'People', 'Requested Information', 'Criteria (100 pts)', 'Vendor Invites', 'Submissions (0)', and 'Reports'. The page is powered by Bonfire.



# RFA: Requested Information

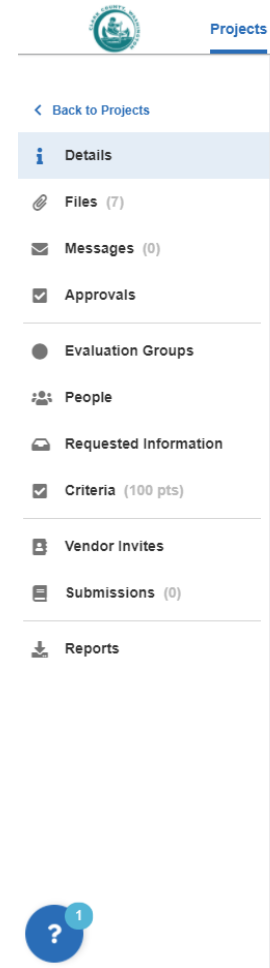
The screenshot shows a web browser window displaying the Bonfire portal for the 'Eviction Prevention Rental Assistance Program (EPRAP)'. The user is logged in as Kayla W. from Clark County, WA. The main content area is titled 'Requested Information' and contains a table with the following data:

Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	O1	O2
Ungrouped	Conflict of Interest and Debarment Certification	PDF (.pdf)	REQUIRED	No	No	Actions -		
Ungrouped	RFA Description and Requirements	PDF (.pdf)	REQUIRED	No	No	Actions -	✓	✓
Ungrouped	Letters of Collaboration	PDF (.pdf)	REQUIRED	Yes	No	Actions -	✓	✓
Ungrouped	Proposed Budget	Excel (.xls, .xlsx)	REQUIRED	No	No	Actions -	✓	✓
Ungrouped	Additional Application Documents	PDF (.pdf)	OPTIONAL	Yes	No	Actions -	✓	✓
Ungrouped	Application Questions - CAAB Scoring (Q-16CW)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	No	Actions -		
N/A	↳ 1 - CAAB Scoring	N/A		N/A	N/A			✓
Ungrouped	Application Questions - Staff Scoring (Q-59KN)	Excel (.xlsx) Questionnaire	REQUIRED	N/A	No	Actions -		
N/A	↳ 1 - Staff Scoring	N/A		N/A	N/A		✓	✓



# Bonfire TA

Bonfire offers technical assistance for applicants, known as Vendors. See the question mark at the bottom left of the screen to get access to helpful information.



# Application Submittal

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- Applications will be submitted through Bonfire
- To view or start an application, visit:
  - Clark County website for the link  
<https://www.clark.wa.gov/community-services/applications>
  - Directly on Bonfire  
<https://clarkcountywa.bonfirehub.com/portal/?tab=openOpportunities>
  - You do not need to sign up for Bonfire to view the opportunity, but you cannot download or submit any documents until you register/log in.





# RFA Communications

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- All communications will go through Bonfire
- To ask an RFA related question, use the Opportunity Q&A
- Notifications will be published under Public Notices
  - Recommend checking the Public Notices section



# Questions?

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- After today, questions must be submitted through the Opportunity Q&A in Bonfire
- Responses to questions will be posted within two business days
- Questions will not be allowed after July 14, 2023, at 5pm



# Thank you!

Kayla Williams, Program Coordinator

[Kayla-Renee.Williams@clark.wa.gov](mailto:Kayla-Renee.Williams@clark.wa.gov)

Rebecca Royce, Program Coordinator

[Rebecca.Royce@clark.wa.gov](mailto:Rebecca.Royce@clark.wa.gov)

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