

EHF 2023 RFA

Pre-submittal Conference

Kayla Williams & Rebecca Royce

September 20, 2023



WELCOME!


- **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

- Contact Janet Snook to be added to the stakeholders list
 - Informed of future funding opportunities
- Janet.Snook@clark.wa.gov



Emergency Housing Fund (EHF)



Important Dates

Deadline to submit questions	September 25, 2023 at 5:00 pm
Applications due	September 29, 2023 at 5:00 pm
Staff review; additional information requests (if needed)	September/ October 2023
CAAB recommendations	September/ October 2023
Recommendations submitted for County Council approval	October 2023
Contract negotiations	October 2023
Contracts to start	November 1, 2023



Funding

Approximately \$4.47 million available for FY 2024

- Funding amounts are approximate and subject to change.
- An agency's funding request must match the identified funding shortfall stated by Clark County Community Services in a letter sent to the applicant.

Contracts November 2023 – June 2024

- With the possibility of extension depending on funding and other factors, through June 30, 2025.

The purpose of this Request for Application (RFA) is “to backfill/maintain FY23 ‘capacity’ from sun-setting funds (Commerce-contracted ESG-CV, HUD-contracted ESG-CV, Shelter Program Grant, Hotel Leasing and Rapid Re-Housing Funds, and local document recording fees).” As intended by the legislation, these funds will go to existing services to maintain service levels that would otherwise drop due to funding that is expiring.



Funding

- **Coronavirus State Fiscal Recovery Funds:** *Description*
- **State general funds:** *Description*

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

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

- Contract period: November 1, 2023, through June 30, 2024.
- Contract performance will take place in Clark County.
- All requirements in the [Clark County Community Services General Terms and Conditions](#) will be followed.
- All requirements in the WA Department of Commerce SDG Guidelines will be followed.
- Formal collaboration with Coordinated Entry (HSC) to help program participants promptly access housing assistance will be conducted.
- 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)

- Contracts will be cost reimbursement. All goods and services must be received, and costs must be paid by the contractor before being invoiced to the county.
- Administrative costs will be reimbursed at the rate program costs are invoiced and will not exceed the budget set by the County. Program costs include rent payments and other housing costs, program operations, and flexible funding costs.
- 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.
- Programs must 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.
- Programs must 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)

- 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

- 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...
Communication Memo	<ul style="list-style-type: none"> • Transfer of information • Interpreting messages • Level of Understanding • Listening • Tool for the other three C's 	<ul style="list-style-type: none"> • Argument • Results-oriented • Only the facts
Coordination Referrals	<ul style="list-style-type: none"> • Shared objectives • Understanding of roles and responsibilities • Acting together • Efficiency of action 	<ul style="list-style-type: none"> • Efficient results • Redundant/overlapping
Cooperation Partnership, MOU	<ul style="list-style-type: none"> • To work or act together for a mutual benefit • Requires compliance in order to work in harmony • Jointly controlled/negotiated effort • Challenges norms and assumptions 	<ul style="list-style-type: none"> • Same benefit for all involved • Change in roles or activities • Strategic insight
Collaboration Creating a New Project or Initiative	<ul style="list-style-type: none"> • Change – process of shared creation • Using information to create something new • Generates insight • Thrives on differences • Results oriented • Evolving and dynamic • "Giving up" old ways 	<ul style="list-style-type: none"> • Consensus • Exchanging information • About the process of relationships



Outputs vs Outcomes

- 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

- Evaluation and recommendations will be completed a Community Action Advisory Board Subcommittee in late September and October
 - 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

- 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

- Documents

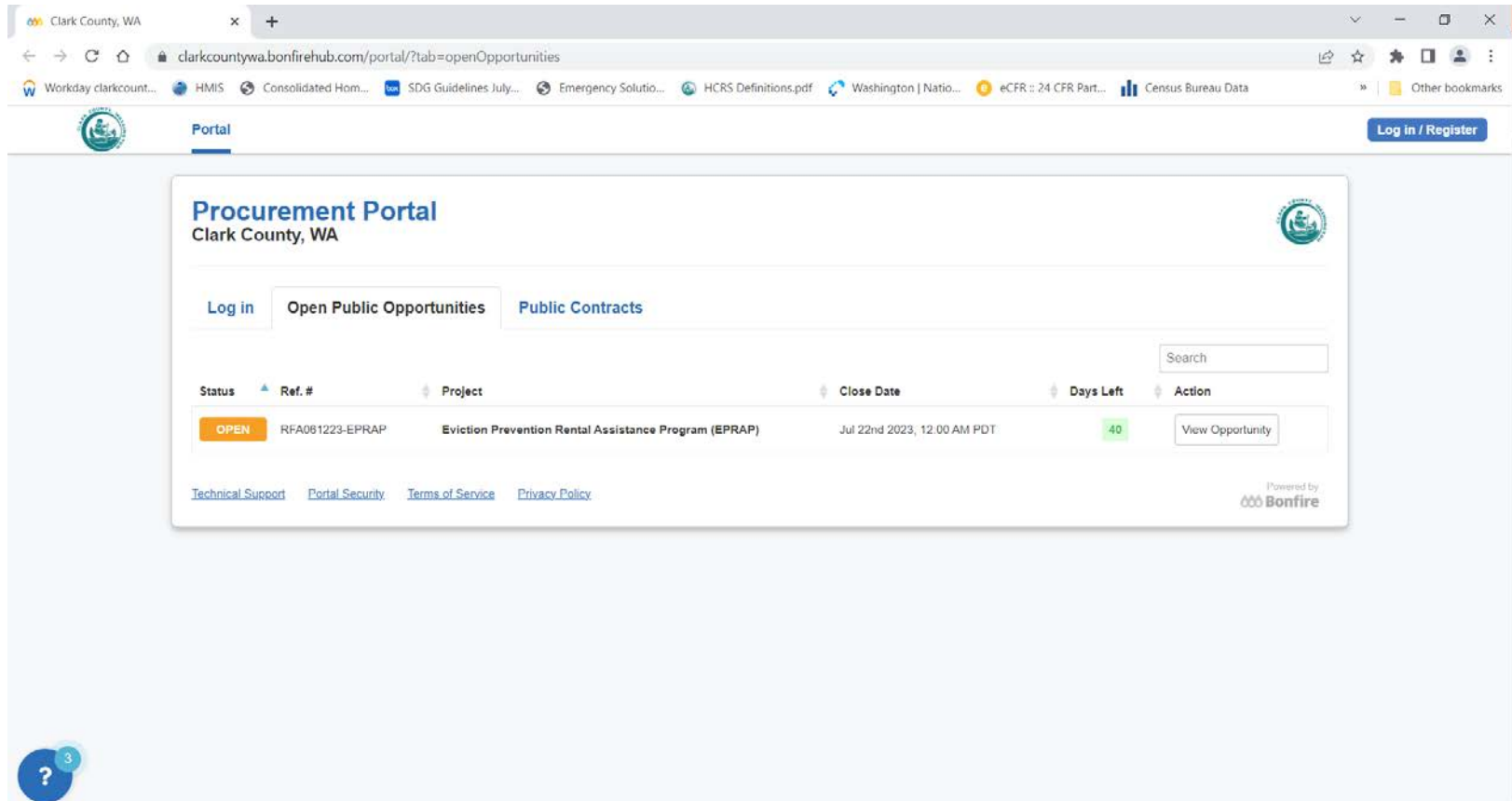
- Conflict of Interest and Debarment Certification (required)
- EHF RFA Description and Requirements (required)
- Proposed Budget template (required)
- Washington Homeless Housing Crisis Strategic Plan (for review)
- SDG guidelines (for review)
- Clark County income and rent limits (for review)

- 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" (selected), and "Public Contracts". A search bar is located at the top right of the content area. Below the search bar is a table with the following data:

Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	RFA081223-EPRAP	Eviction Prevention Rental Assistance Program (EPRAP)	Jul 22nd 2023, 12:00 AM PDT	40	View Opportunity

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 icon with a question mark and the number "3" is visible in the bottom left corner of the browser window.



RFA: Files

- i Details
- 📁 Files (6)
- ✉ Messages (0)
- ✓ Approvals
- Evaluation Groups
- 👤 People
- 📄 Requested Information
- ✓ Criteria (100 pts)
- 📧 Vendor Invites

Emergency Housing Fund (EHF)

📁 Internal Files (0)
📁 Public Files (6)
📁 Attached Files from Messages (0)
Upload

Public Files (6)

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
Conflict of Interest and Debarment Certification.pdf	Documentation	This form is required, please fill out and submit	Kayla Williams	08 Sep 2023	Actions ▾
EHF_RFA_DESCRIPTION.docx	Documentation	This form is required, please fill out and submit	Kayla Williams	13 Sep 2023	Actions ▾
EHF proposed budget (1).xlsx	Documentation	This form is required, please fill out and submit	Kayla Williams	12 Sep 2023	Actions ▾
Homeless-Housing-Strategic-Plan-2019-2024.pdf	Documentation	For review	Kayla Williams	08 Sep 2023	Actions ▾
May 23 Income Oct 22 FMR Jun 22 HOME Limits.pdf	Documentation	For review	Kayla Williams	08 Sep 2023	Actions ▾
SDG Guidelines July 1, 2023.pdf	Documentation	For review	Kayla Williams	12 Sep 2023	Actions ▾

Showing 1 - 6 of 6 Show per page: 25 ◀ First ◀ Prev 1 Next ▶ Last ▶



RFA: Opportunity Q&A

- Details
- Files (6)
- Messages (0)
- Approvals
- Evaluation Groups
- People
- Requested Information
- Criteria (100 pts)
- Vendor Invites

Emergency Housing Fund (EHF)

Internal Discussions (0)

Internal Discussions (0)

There is currently nothing to display here.

[Start a new Internal Discussion](#)

Powered by Bonfire



RFA: Requested Information

- 📄 Details
- 📁 Files (6)
- ✉️ Messages (0)
- ✅ Approvals
- 👤 Evaluation Groups
- 👥 People
- 📁 Requested Information
- 📊 Criteria (100 pts)
- 📄 Vendor Invites

Emergency Housing Fund (EHF)

📁 Requested Information (5)
📄 BidTables (0)
📄 Questionnaires (1)

📁 Requested Information
Manage

Add: Requested Document Requested Questionnaire - Requested BidTable - Requested Data

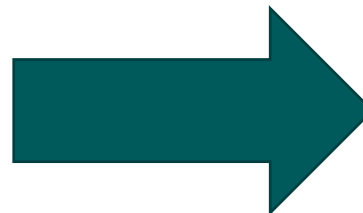
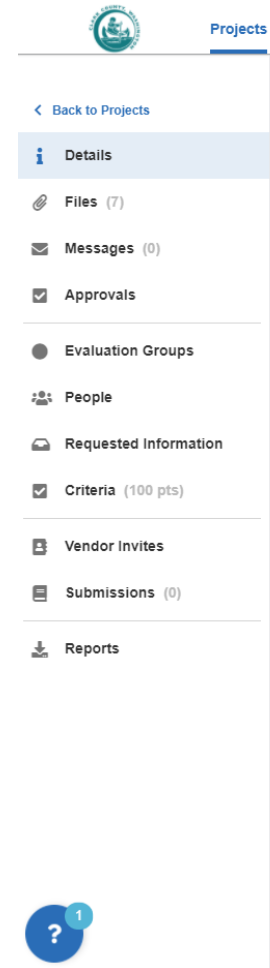
Group	Title	Type	Requirement	Multiple Files	Sealed	Actions	01	02
Ungrouped	Conflict of Interest and Debarment Certification	PDF (.pdf)	REQUIRED	Yes	No	Actions -		
Ungrouped	Proposed Budget	Excel (.xls, .xlsx)	REQUIRED UNIQUE PER ALTERNATE	Yes	No	Actions -		
Ungrouped	Additional Documents	PDF (.pdf)	OPTIONAL UNIQUE PER ALTERNATE	Yes	No	Actions -		
Ungrouped	RFA Description and Requirements	PDF (.pdf)	REQUIRED	Yes	No	Actions -		
Ungrouped	Application Questions - CAAB Scoring (Q-26IN)	Excel (.xlsx) Questionnaire	REQUIRED UNIQUE PER ALTERNATE	N/A	No	Actions -		
N/A	↳ 1 - Emergency Housing Fund	N/A		N/A	N/A		✓	

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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

- 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

- 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?

- 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 Sept 25, 2023, at 5pm



Thank you!

Kayla Williams, Program Coordinator

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Rebecca Royce, Program Coordinator

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Clark County Community Services

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