



**Clark County**

**Community Action Program (CAP)**

**2025 Funding Guide**

**Criteria and Application Information**

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# Process Overview

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## DESCRIPTION

The federal Omnibus Budget Reconciliation Act of 1981 created the Community Services Block Grant (CSBG) program to help eliminate the causes and ameliorate the conditions of poverty. Funds are distributed to designated Community Action Agencies across the nation. Clark County Community Services is the designated Community Action Agency for all of Clark County. CSBG funds are designed to reduce poverty, revitalize low-income communities, and to empower families who are low-income to become self-sufficient. Households who are low-income earn less than 200% of the Federal Poverty Level, or as designated by legislation.

The purpose of this Request for Application (RFA) is to solicit applications for programs that provide essential services for Clark County residents living in poverty and help them move toward self-sufficiency during the three-year period between July 2025 and June 2028. Priority service areas in each category for this RFA have been determined by the 2024 Community Needs Assessment. Only programs meeting a need identified below will be selected for funding.

### Community Needs Assessment

All Community Action Agencies are required to conduct an assessment of the needs of people living in poverty in their community every three years. Clark County's most recent assessment, completed in 2024, includes direct feedback from people and households with low incomes collected through a comprehensive survey covering seven areas of need: Education, Employment, Housing, Income and Asset Building, Physical Health, Behavioral Health, and Support Services. Staff analyzed 893 survey responses to identify the most needed services in our community.

To view the full Community Needs Assessment, visit <https://clark.wa.gov/community-services/community-needs-assessment-overview>.

### Areas of Need

Although there are areas of need in each of the categories, this RFA is funding categories and services that were the most frequently identified needs in the Community Needs Assessment and for which there are no or inadequate sources of funding in the community.

- Physical Health: Top services in this category include food assistance and dental assistance.
- Housing: Housing services are funded through the Homeless Crisis Response System request for application, which can be found at <https://clark.wa.gov/community-services/applications>.
- Income and Asset Building: The top services identified were credit repair and financial planning/budgeting assistance.
- Support Services: The top needs identified in this category are transportation, legal assistance, and information and referral services. Legal assistance and information and referral services are provided outside of this request for application.
- Behavioral Health: Access to mental health services and counseling were the top identified needs in this category. Funding is not available for services in this category through this request for application.
- Employment: Programs that help people learn the skills necessary to find a job, get a better job, and transportation to/from employment are identified as the highest needs in this category. Funding is not available for services in this category through this request for application.
- Education: Programs that provide financial assistance to go to college, assistance applying for financial aid/scholarships, and summer youth recreation programs were identified as the top needs under the education category. Funding is not available for services in this category through this request for application.

## **Funding Categories**

Clark County anticipates allocating approximately \$284,000 of Community Services Block Grant (CSBG) funds per fiscal year. Funding amounts are approximate and subject to change. The minimum request for these funds is \$40,000 per year.

Funds will be allocated as follows (per year):

- Physical health targeting food assistance and dental assistance - \$113,500
- Income and asset building targeting credit repair and financial planning/budgeting services - \$99,500
- Support services targeting transportation assistance - \$71,000

## **Fund Use Restrictions**

Funds provided in this RFA cannot be used for:

- Rent assistance
- Services to households earning over the designated income threshold
- Services that can be reimbursed through Medicaid/care
- Construction, rehabilitation or maintenance of property
- Purchase of assets including equipment and/or vehicles

## **RFA PROCESS**

There are multiple steps for the complete RFA process. Applicants are responsible for completing each step by the designated due date.

### **Notice of Funding Availability**

When funding becomes available, Clark County announces the opportunity to apply through a News Release to all local media and posts information to the county's social media platforms. Staff also notifies all interested stakeholders by email. To be added to the stakeholders list, contact Abby Molloy: [Abby.Molloy@clark.wa.gov](mailto:Abby.Molloy@clark.wa.gov) or 564-397-7832.

### **Application Access**

Applications are completed through Bonfire, an online grant management system. Applicants can start the application process at: <https://clarkcountywa.bonfirehub.com/portal/?tab=openOpportunities>

Additional program and application information can be found on our website at <https://clark.wa.gov/community-services/applications>.

### **Pre-application**

The pre-application is used by county staff to determine preliminary eligibility of the agency and the program. Responses to the pre-application may trigger additional information requests before the applicant is able to move on to the full application. Passing the pre-application and moving to the full application does not guarantee program or agency eligibility to be selected for funding. The pre-application is mandatory and is due by 11:30 PM on November 1, 2024 via email to [abby.molloy@clark.wa.gov](mailto:abby.molloy@clark.wa.gov).

### **Full Application**

The full application includes a questionnaire with requests for detailed program information, a proposed budget table, and required certification forms. See Application Overview section below for more information. The full application is submitted through Bonfire and due by 11:30 PM on January 3, 2025.

### **Staff Review and Technical Corrections**

Staff may request technical corrections before applications are released to the scoring committee. Applicants will receive notification via email if corrections are needed.

## **Application Presentation**

Applicants are invited and expected to provide a brief presentation to the Community Action Advisory Board at their March or April 2025 meeting. Presentations should focus on the application, not the agency. Staff will email applicants additional information in January.

## **Scoring and Awards**

The Community Action Advisory Board (CAAB) is responsible for reviewing and scoring all applications and recommending funding awards. The full application is only reviewed by the CAAB scoring committee if the pre-application is deemed eligible by county staff. There are no points awarded for the pre-application. Each application can earn up to 100 points. Each question in the full application indicates how many points can be awarded based on the quality of the response. The majority of points are awarded by the CAAB scoring committee. Questions with set criteria are scored by county staff.

Funding recommendations are made by the CAAB at their May meeting. Applicants are encouraged to attend. Staff will send an email notification to all applicants with the results of the funding recommendations and next steps. Funding recommendations are then sent to the Clark County Council for approval. County staff will work with awarded programs to draft contracts to begin July 1, 2025. Contract amounts may be modified by county staff, as needed.

## **ELIGIBLE APPLICANTS**

Qualifying nonprofit organizations under IRS Section 501(c)(3) may apply for funds. Private individuals are not eligible for funding awards. Eligible agencies are required to meet the following criteria.

- Participate in E-Verify.
- Be registered with SAM.gov in good standing.
- Demonstrate fiscal capacity for a cost reimbursement contract.

## **PROGRAM REQUIREMENTS**

All proposals submitted in response to this RFA must follow the below general requirements. All applicable requirements will be incorporated into the performance contracts of selected proposals.

- Proposals must address a need identified in the 2024 Clark County Community Needs Assessment.
- Contract performance will take place in Clark County and serve persons who live in Clark County.
- Programs may be 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.
- Programs must be able to report unduplicated persons/households served.
- Quarterly reports and year-end narrative reports must be completed and submitted to the county by each program. 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.
- Promote dignity and respect by: 1) consistently implement practices to meet people where they are and provide person-centered care that focuses on personal strengths; 2) establish formal policies and value statements that convey clear expectations that participants will be treated with dignity and respect in every interaction, monitor adherence to expectations, and provide people served with a grievance process; and 3) follow practices that help ensure cultural awareness and provides equitable treatment for participants across demographic differences.
- Provide or assist the household with connections to other community resources and people supports that help them improve their 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.
- All agencies submitting proposals must take active steps to help their organizations and programs become more culturally competent and aware and improve delivery of services to historically underserved communities in Clark County. Historically underserved communities include, but are not limited to: Native Americans, Hispanic/Latin(x), African Americans, Pacific Islanders, LGBTQ community, and other under-represented communities of color. Examples of active steps furthering this effort include but are not limited to: increasing representation of underserved communities on agency governing boards; forming advisory committees with members of underserved communities to assist in culturally appropriate delivery of services; incorporating formal collaborations with culturally specific organizations in program design.
- Follow all requirements in the Clark County Community Services General Terms and Conditions located at <https://clark.wa.gov/community-services/general-terms-and-conditions>.

## CONTRACT PERIOD

The contract period will start July 1, 2025, and continue through June 30, 2027, with an option to renew the contract for one additional year ending June 30, 2028. Amount requested should be a per year figure.

## RFA TIMELINE

The 2025 funding cycle for all CAP applications is as follows:

<b>October 1, 2024</b>	<b>Applications open</b>
October 7	CAP and HCRS pre-submittal workshop 2:00 – 4:00 PM PST In-person location: Clark County Center for Community Health (1601 E 4th Plain Blvd, Building 17, Vancouver, WA 98661) Conference Rooms A/B Virtual participation: <a href="https://clarkwa.webex.com/clarkwa/j.php?MTID=m75fe28e0b42ad8e30918b280c84b3f91">https://clarkwa.webex.com/clarkwa/j.php?MTID=m75fe28e0b42ad8e30918b280c84b3f91</a>
October 29	Technical Assistance drop-in online 4:00 PM – 5:00 PM PST Link: <a href="https://clarkwa.webex.com/clarkwa/j.php?MTID=m22d62dbe8ffc1a01f7836a5fbe3d717a">https://clarkwa.webex.com/clarkwa/j.php?MTID=m22d62dbe8ffc1a01f7836a5fbe3d717a</a>
<b>November 1</b>	<b>Pre-Application questionnaire due to <a href="mailto:abby.molloy@clark.wa.gov">abby.molloy@clark.wa.gov</a></b>
December 2	Technical Assistance drop-in online 10:00 - 11:00 AM PST Link: <a href="https://clarkwa.webex.com/clarkwa/j.php?MTID=me6d458f035d529f73e2e809cd223af49">https://clarkwa.webex.com/clarkwa/j.php?MTID=me6d458f035d529f73e2e809cd223af49</a>
December 27	Deadline to submit questions
<b>January 3, 2025</b>	<b>Full application due via Bonfire</b>
January & February	Staff review, request for technical corrections
February	Applications provided to Community Action Advisory Board (CAAB) Scoring Committee
<b>March 5 &amp; April 2</b>	<b>CAAB applicant presentations</b>
<b>May 7</b>	<b>CAAB program scoring and awards announced</b>
May	Public Hearing with Clark County Council approval
May & June	Contract negotiations
<b>July 1, 2025</b>	<b>Contracts begin</b>

## TECHNICAL ASSISTANCE AND QUESTIONS

Clark County staff highly encourage potential applicants attend the Pre-submittal Workshop on **Monday, October 7 starting at 2PM PST**. This workshop will provide an overview of the application process and requirements and is an opportunity to discuss potential applications directly with staff. The workshop will be available using a hybrid model in person and online.

In-person:

Center for Community Health  
1601 E Fourth Plain Blvd, Bldg 17  
2<sup>nd</sup> Floor conference rooms A&B

Online:

<https://clarkwa.webex.com/clarkwa/jp?MTID=m75fe28e0b42ad8e30918b280c84b3f91>

The workshop recording and presentation will be made available on our website at <https://clark.wa.gov/community-services/applications>.

Clark County staff will be available during two, virtual technical assistance drop-in sessions.

- Tuesday, October 29 from 4-5PM PST. Link: <https://clarkwa.webex.com/clarkwa/j.php?MTID=m22d62dbe8ffc1a01f7836a5fbe3d717a>
- Monday, December 2 from 10-11AM PST. Link: <https://clarkwa.webex.com/clarkwa/j.php?MTID=me6d458f035d529f73e2e809cd223af49>

Questions regarding this RFA must be submitted through the Opportunity Q&A in Bonfire. Responses will be posted within two business days. Deadline to submit questions is **December 27, 2024, 5PM PST**. Answers will be issued to all applicants no later than December 31, 2024, 5PM PST.

## OTHER PROGRAMMATIC REQUIREMENTS

### Anti-Lobbying Certification

All bidders must complete and submit an Anti-Lobbying Certification. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. *A template is available in Bonfire to download, sign and upload.*

### Conflict of Interest

All bidders must complete and submit a conflict-of-interest form. "Organizational conflict-of-interest" means that, because of other activities or relationships with other persons or firms, the Proposer (including its principal participants, directors, proposed consultants or subcontractors) would be unable or potentially unable to render impartial, technically sound assistance or advice to Clark County; or the Proposer's objectivity in performing the Work would or might be otherwise impaired.

The Proposer certifies to the best of its knowledge and believes that neither it nor any of its principal participants and agents has any relationship with any firms or individuals that are, or appear to be, an organizational conflict of interest. *A template is available in Bonfire to download, sign and upload.*

### Debarment, Suspension and other Responsibility Matters

All bidders must complete and submit a debarment form. Applicants shall certify to the best of their knowledge and belief that neither it nor any of its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency.

2. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are presently indicted for, or otherwise criminally charged with, commission of any of the offenses enumerated in paragraph 2 of this certification.
4. Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract.
5. Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract.
6. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.
7. Have paid all taxes the bidder or proposer owes to a public body, as defined in ORS 174.109, and otherwise complied with the tax laws of this state or a political subdivision of this state including, but not limited to ORS 305.620, 310.630 to 310.706, 320.005, 320.150, 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323.

*A template is available in Bonfire to download, sign and upload.*

### **E-Verify**

To be considered responsive to any formal Clark County RFA, all applicants shall include with their response a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each subcontractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and subcontractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department program manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: <https://www.e-verify.gov/>.

### **Fair Housing/Non-discrimination**

Fair Housing is the right of all people to be free from discrimination in the rental, sale or financing of housing. Equal access to rental housing and homeownership opportunities, regardless of race, color, religion, national origin, sex, familial status (the presence of children under 18) or disability, is the cornerstone of federal Fair Housing Policy. Local cities and counties that receive certain federal housing or community development funds have a role in affirmatively affirming Fair Housing.

Programs awarded federal funds are required to ensure that all persons are served equitably and that a person is not denied services because of their race, creed, color, religion, national origin, sex, familial status, or mental or physical ability. The State of Washington carries additional protections for persons experiencing discrimination based on a person's marital status, age, sexual orientation, gender identity, disability and the use of a trained dog guide or service animal, and honorably discharged veteran or military status. Applicants must be prepared to establish, amend, or maintain program admissions, occupancy, and operating policies and procedures (including policies and procedures to protect individuals' privacy and security), so that equal access is provided to individuals based on any of the above listed protected classes.

### **Insurance**

Agencies that are awarded funds shall obtain insurance coverage that meets Clark County standards. Each contract will be reviewed by Risk Assessment to identify the full insurance requirement needs. At minimum, agencies will need:

- Commercial General Liability. Contractor shall maintain \$1,000,000 per occurrence and \$2,000,000 annual aggregate limits in annually renewing occurrence-based Commercial General Liability (CGL)



insurance coverage. A “claims-made” policy” is not acceptable. In no event shall the deductible exceed \$10,000. Contractor agrees that its CGL policy is primary and non-contributory and waives its right of subrogation.

- Automobile Liability. If vehicles are to be used in the performance of work under this Contract, Contractor shall provide the county with proof of \$1,000,000 combined single limit for bodily injury and property damage in annually renewing occurrence-based Automobile Liability insurance coverage for all owned and non-owned vehicles. If vehicles are not used, the Contractor shall provide the county with a written declaration on company letterhead stating that no vehicles will be used in the performance of the Contract. Contractor agrees that its Automobile Liability policy is primary and non-contributory and waives its right of subrogation.
- Workers’ Compensation. Contractor shall maintain Workers’ Compensation insurance coverage in compliance with the Revised Code of Washington (RCW) Title 51 or provide evidence that State law does not require such coverage.
- Professional Liability. Contractor shall maintain Professional Liability insurance coverage with minimum limits of \$1,000,000 for any one (1) incident. At all times, Contractor’s policy, limits, and coverage will be primary and non-contributory to any coverage maintained by Clark County.
- Sexual Molestation. Contractor shall maintain Sexual Molestation Liability insurance coverage with a minimum limit of \$1,000,000 per occurrence/aggregate. At all times, Contractor’s policy, limits, and coverage will be primary and non-contributory to any coverage maintained by Clark County.

**Additional Insurance Requirements:**

- Clark County, its officers, employees, and agents, shall be named on the Commercial General Liability and Automobile Liability policies of Contractor and any subcontractors as an Additional Insured with no restrictions or limitations concerning products and completed operations. Coverage shall be primary and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this Contract. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time.
- All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Insurance certificates shall list Clark County as a Certificate Holder as follows: Clark County Washington Community Services, Attn: Contracts Unit, PO Box 5000, Vancouver, WA 98666-5000.

**SAM Registration**

Applicants must have, or obtain, an active registration with the federal System for Award Management (SAM). To register and get a Unique Entity ID (UEI) number visit: <https://sam.gov/content/entity-registration>. Registered entities UEI should be entered in the appropriate field on the Conflict of Interest and Debarment Form in the Bonfire application. SAM registration expires after one year. There is no cost for SAM registration.

**GRIEVANCE PROCESS**

If an applicant has a grievance about the outcome of their application through this request for application, they are encouraged to discuss their concerns with Clark County Community Services Program Manager Michael Torres at [Michael.Torres@clark.wa.gov](mailto:Michael.Torres@clark.wa.gov). If this discussion does not result in a satisfactory outcome, the applicant may request the grievance be considered by Clark County Community Services Director, Vanessa Gaston who has final decision in all grievances.

**STAFF CONTACT INFORMATION**

[Abby.Molloy@clark.wa.gov](mailto:Abby.Molloy@clark.wa.gov) – 564-397-7832  
[Michael.Torres@clark.wa.gov](mailto:Michael.Torres@clark.wa.gov) – 564-397-7801

# Bonfire Application Overview

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Bonfire is an online grant management system that will be used for application submission, application scoring, and grant awarding.



The link to access Clark County's Bonfire site is:

<https://clarkcountywa.bonfirehub.com/portal/?tab=openOpportunities>

## Application instructions

1. Login to the Bonfire site
  - You do not need to sign up for Bonfire to view the opportunity, but you cannot view, download, or submit any documents until you register/log in
2. Click on the open public opportunity titled **2025 Community Action Program**.
3. Complete and submit the mandatory pre-application questionnaire **no later than November 1**. Applicants must submit pre-applications and respond to any inquiries from Clark County staff before submitting a full application in Bonfire. Failure to submit completed pre-applications by required deadline may void any further application submissions for the 2025 CAP RFA.
  - Download the Community Action Program Pre-Application Questionnaire template. This template will be in Excel format.
  - Follow directions in "Instructions" tab to complete questionnaire.
  - Due to the RFA settings in Bonfire, applicants will not be able to submit their pre-applications through the Bonfire site. Submit your completed Community Action Program Pre-Application via email to [abby.molloy@clark.wa.gov](mailto:abby.molloy@clark.wa.gov).
  - Applicants will receive an email notifying them if their application is approved to move forward with the application process.
4. Complete and submit the full application through Bonfire **no later than January 3**.
  - Download the Community Action Program Full Application Questionnaire template. This template will be in Excel format. Follow directions in "Instructions" tab to complete questionnaire and upload to Bonfire.
  - Download templates for other required forms through Bonfire. See checklist below for list of required forms. Complete, sign, and submit forms through Bonfire.

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

All resources are available in Bonfire and on the [Clark County website](#).



For Bonfire technical support, click the help button at the bottom right of the screen.

# Application Overview

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The following sections provide an application checklist and list each question by section of the application in Bonfire. The guidance provides clarification and insight for each question, how many points are available for each question and scoring guidance provided to the CAAB scoring committee.

## APPLICATION CHECKLIST

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### Pre-Application

#### Required documents

- Community Action Program Pre-Application Questionnaire

Submit via email to [abby.molloy@clark.wa.gov](mailto:abby.molloy@clark.wa.gov) no later than 11:30 PM on November 1, 2024. More information about questionnaire below.

### Full application

#### Required documents

- Community Action Program Full Application Questionnaire
- Anti-Lobbying certification (template available in Bonfire)
- Conflict of Interest and Debarment Certification Form (template available in Bonfire)
- E-Verify MOU (E-Verify information and enrollment is available at the Department of Homeland Security web page: <https://www.e-verify.gov/>)
- CAP Proposed Budget Table (template available in Bonfire)
- Signed CAP RFA Description and Guidance Form (template available in Bonfire)

#### Optional documents

- Letter(s) of collaboration (example available in Bonfire)
- In-kind Match Valuation form – *required* if using in-kind funding sources (template available in Bonfire)

Submit via Bonfire no later than 11:30 PM on January 3, 2025. More information about questionnaire below. Templates located in Bonfire.

## PRE-APPLICATION QUESTIONNAIRE

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### 1. Provide your agency and proposed program name.

- Proposed name should be clear and identify the type of assistance being applied for. For example, Agency Name Food Assistance Program.

### 2. Identify which Community Need priority(s) will be the focus of the proposed program.

- Physical health targeting food assistance
- Physical health targeting dental assistance
- Income and asset building targeting credit repair
- Income and asset building targeting financial planning/budgeting services
- Support services targeting transportation assistance

### 3. Will all services funded by this proposal be provided within Clark County, to persons living in Clark County?

- a. Yes
- b. No, please explain

**4. What amount of funds do you anticipate applying for through this RFA?**

- Minimum request is \$40,000.
- Maximum amount cannot exceed the amount available for the category you are applying for.

**5. Does your agency have experience entering data in the Clark County Homeless Management Information System (HMIS)? Please explain.**

- Most programs will be required to enter data into the Homeless Management Information System (HMIS) except for food assistance programs.
- Describe your experience with HMIS. If no experience, how will you ensure data entry is complete, accurate and timely?

**6. Will the proposed program be able to provide an unduplicated count of the number of people assisted through the program? Please explain.**

- All programs will be required to report unduplicated data regardless of if using the HMIS system.

**7. Is your agency a charitable nonprofit organization?**

- a. Yes
- b. No

**8. How long has your agency been operational?**

- a. 1 year or less
- b. 2-4 years
- c. 5 years or more

**9. Is your agency currently involved in or does it have any pending legal actions? Has your agency filed for bankruptcy in the past five years? If yes, please explain:**

**10. Within the past five years, has the agency had disciplinary action by a state or federal agency that are pending or lawsuits that went to final disposition and resulted in payment to plaintiff? If yes, please explain.**

**11. Does your agency have the fiscal capacity for a cost reimbursement contract? Please note that because the county operates on a 30-day pay schedule, your agency must maintain at least 15% of the funding request as cash on hand at all times in order to meet this requirement.**

- Federal regulations require that funds be contracted as cost reimbursement. All costs must be accrued and paid by the contractor before invoicing the county. Clark County's standard payment schedule is 30 days from a complete and accurate invoice.

Contact county staff with any questions about this section.

Responses to these questions determine whether an administrative review needs to be conducted for your agency. Staff may contact you for additional information if you are a newer agency or if you have any pending lawsuits or disciplinary action by a state or federal agency.

These questions are not scored by the committee.

Submit this portion of the application via email to [abby.molloy@clark.wa.gov](mailto:abby.molloy@clark.wa.gov) for County review. Staff will review described activities to determine if the application meets eligibility requirements. Applicants will receive an email notifying them if their application is approved to move forward with the application process.

**The Pre-Application is due no later than 11:30 PM on November 1**

## FULL APPLICATION QUESTIONNAIRE

### QUESTION SET 1: PROGRAM DESIGN – 60 POINTS

#### 1.0.1. Describe the proposed program in detail.

- Specify what assistance or services the program will provide, how/when/where services will be provided, who will be served, who will provide services, and how this funding will be used.

#### 10 POINTS POSSIBLE

**Highest Scoring:** Program is well-planned, and a detailed description is provided.

**Mid-Range:** Program planning is mostly complete with some variables yet to be determined.

**Low Scoring:** Program planning is still underway and/or this is a new program for the agency.

#### 1.0.2 Describe the need in Clark County for the proposed program.

- Detail all the issues that would be addressed with this program and why these funds are needed.
- Refer to the [Clark County Community Needs Assessment](#) and other data sources to justify the need for this program.

#### 10 POINTS POSSIBLE

**Highest Scoring:** Program is a critical need and cannot move forward without requested funding.

**Mid-Range:** Program is a fairly high need for the community and requested funding is essential to budget.

**Low Scoring:** Program is a medium need and could seek other funding options or wait for future funding cycle.

#### 1.0.3 Describe the location(s) where assistance will be provided and how assistance will be accessed by people who are low-income throughout all of Clark County.

#### 5 POINTS POSSIBLE

**Highest Scoring:** Program is mobile and site-based. Specific strategies are used to increase accessibility for people who are low-income throughout all of Clark County.

**Mid-Range:** Program is site-based only. Program is accessible for people who are low-income in some areas of Clark County, but not others.

**Low Scoring:** Program has limited accessibility for people who are low-income.

#### 1.0.4. Specify which best or emerging practice(s) the proposed program will utilize.

- Please reference the Best & Emerging Practices for Community Action Programs document in Bonfire. Describe how each practice will be utilized by the program.

#### 5 POINTS POSSIBLE

**5 points:** 4 or more best or emerging practices are identified. Implementation of practices are clearly explained.

**3 points:** 3 best or emerging practices are identified. Implementation of practices are clearly explained.  
**2 points:** 1-2 best or emerging practices are identified and implementation is explained.

**1.0.5 Explain how the program incorporates a Trauma Informed Care approach.**

- Please reference the Best & Emerging Practices for Community Action Programs document in Bonfire. Explain the agency’s experience utilizing a Trauma Informed Approach. More information about implementing a Trauma Informed Approach can be found [here](#).

**5 POINTS POSSIBLE**

**Highest Scoring:** Trauma Informed Approaches are fully integrated into the agency and proposed program.

**Mid-Range:** Trauma Informed Approaches are moderately integrated into the agency and proposed program.

**Low Scoring:** Trauma Informed Approaches are minimally integrated into the agency and proposed program.

**1.0.6. Describe how the program will ensure only people who are low-income will be assisted. Include your program income limits.**

- Describe the program eligibility requirements and how eligibility will be determined.

**NO POINTS AWARDED**

**1.0.7. Specify the proposed annual program outputs and how they will be measured. Include the number of individuals and/or households that will meet each of the outputs. Describe how the projected outputs were determined.**

- An *output* is a direct and measurable product of a program’s activities or services often expressed in terms of units (hours, number of people or completed actions). Outputs refer to the activities you will conduct and the people you hope to reach.
- Relate specifically to the program proposed.
- Describe past experience and outputs achieved when operating a similar program.
- Outputs will be included in the contract if awarded.

**NO POINTS AWARDED**

**1.0.8. Specify the proposed annual program outcomes and how they will be measured. Include the number of individuals/households that will meet each of the outcomes. Describe how the projected outcomes were determined.**

- An *outcome* is the result or impact of activities or services, often expressed in terms of an increase in understanding, and improvements in desired behaviors or attitudes of participants.
- Relate specifically to the program proposed.
- Describe past experience and outcomes achieved when operating a similar program.
- Outcomes will be included in the contract if awarded.

**5 POINTS POSSIBLE**

**Highest Scoring:** Program will have a large positive impact for low-income individuals/ households. Agency clearly describes proposed outcomes and how they will be measured.

**Mid-Range:** Program will have a moderate impact for low-income individuals/ households. Outcome measurement plan is somewhat clear.

**Low Scoring:** Program will have a limited impact for low-income individuals/ households. Outcome measurement plan is unclear.

**1.0.9 Indicate which priority populations will be served with your program. Include all that apply.**

- a. Individuals
- b. Families with Children

- c. Youth (under 18)
- d. Youth (18-24)
- e. Seniors
- f. Veterans
- g. People Exiting Systems of Care
- h. People with Disabilities
- i. Individuals who are Literally Homeless
- j. Families who are Literally Homeless
- k. People of color
- l. People who are LGBTQ+
- m. Other, please describe

**NO POINTS AWARDED**

**1.0.10 Describe how services will assist households to move toward self-sufficiency.**

- Include reference and data that support your answer to this question.

**10 POINTS POSSIBLE**

**Highest Scoring:** Program will have a large positive impact on the self-sufficiency of low-income households. Agency clearly describes how services promote self-sufficiency. Impact is supported by data.  
**Mid-Range:** Program will have a moderate impact on the self-sufficiency of low-income households.  
**Low Scoring:** Program will have a limited impact on self-sufficiency of low-income households or does not include data to support answer.

**1.0.11 Specify how the program will integrate services with other community programs to increase self-sufficiency for the households while providing assistance and after program exit.**

- Specify relevant connections with other community programs and how households are referred between programs.

**5 POINTS POSSIBLE**

**Highest Scoring:** The agency has robust partnerships with other community programs and utilizes these to provide additional assistance and promote self-sufficiency for households after program exit.  
**Mid-Range:** The agency has moderate or developing partnerships with other community programs and utilizes these to provide additional assistance and promote self-sufficiency for households after program exit.  
**Low Scoring:** The agency has limited partnerships with other community programs or does not utilize partnerships to assist households after program exit.

**1.0.12 Based on your answer to the above question regarding service integration, indicate the number of collaborations in each category. Include a letter of collaboration in the Requested Information section from each partner that describes the roles and responsibilities of each agency.**

- a. Chemical Dependency
- b. Mental Health
- c. Physical Health
- d. Youth
- e. Employment
- f. SOAR
- g. DSHS
- h. School Districts
- i. Housing Solutions Center
- j. Culturally Specific Organization
- k. Other

**5 POINTS POSSIBLE**

1 point awarded for each letter of collaboration. 5 points maximum.

**QUESTION SET 2: EQUITY – 20 POINTS**

**2.0.1 Briefly describe the agency’s experience providing assistance to people who are low-income in Clark County.**

- Explain how long your agency has worked with this community, the types of services you provide, and how you ensure that the needs of low-income populations are being met.

**5 POINTS POSSIBLE**

**Highest Scoring:** The agency demonstrates extensive experience providing assistance to people who are low-income in all areas of Clark County.

**Mid-Range:** The agency demonstrates moderate experience providing assistance to people who are low-income in some areas of Clark County.

**Low Scoring:** The agency demonstrates limited experience providing assistance to people who are low-income in Clark County.

**2.0.2. Marginalized populations, including people of color, struggle disproportionately with poverty. Clark County is committed to addressing this inequity by prioritizing opportunities to serve historically underserved communities, removing barriers to fairness in representation, opportunity and access, and providing equal opportunity for very low-income families of all ethnic backgrounds. Describe how this proposal will ensure equitable outcomes for marginalized populations.**

- Describe the historically underserved and marginalized communities in your program area. Include demographics and other factual data in your response.
- How have you connected to these underserved communities in planning for this program?
- What feedback were you provided from these communities and how will you implement the feedback into this program?
- What specific steps is this program taking to ensure the services are accessible to marginalized and underserved communities?
- Please identify how this proposal will specifically benefit marginalized and underserved populations in Clark County.

**10 POINTS POSSIBLE – UP TO 2 POINTS AWARDED FOR EACH QUESTION AREA ADDRESSED**

**Highest Scoring:** The program demonstrates a strong commitment to equity through comprehensive responses to all five question areas above.

**Mid-Range:** The program demonstrates a moderate commitment to equity through acceptable responses to some of the question areas above.

**Low Scoring:** The program demonstrates a minimal commitment to equity through limited responses to the question areas above.

**2.0.3 What anti-poverty or pay equity tools are you using to inform decisions regarding staff compensation rates? For example, the 2024 Out of Reach Report for Washington State, examines what wages are sufficient in your community in relation to paying rent. Describe how staff compensation rates are informed by anti-poverty or pay equity tools.**

- The 2024 Out of Reach Report can be found here: <https://nlihc.org/oor>

**5 POINTS POSSIBLE**

**Highest Scoring:** The agency utilizes pay equity tools to inform decisions regarding staff compensation rates.

**Mid-Range:** The agency is developing processes to compensate staff based on pay equity tools.

**Low Scoring:** The agency does not use pay equity tools to inform staff compensation rates.



**QUESTION SET 3: MANAGEMENT PLAN – 15 POINTS**

**3.0.1 Describe your management plan for this program (i.e. staffing, case management/client ratio, units of service).**

- Describe the staff who will work on this project and their experience.
- Describe how staff will be trained to effectively deliver evidence-based practices.
- Describe your case management process and expected client-to-staff ratio.
- Describe similar projects your agency has previously undertaken, as applicable.

**5 POINTS POSSIBLE**

**Highest Scoring:** Program management is well-planned, and a detailed description is provided. The agency has experience managing similar programs.

**Mid-Range:** The program management plan is mostly complete but lacks detail. The agency has moderate experience managing similar programs.

**Low Scoring:** The program management plan is minimal, or the agency has limited experience managing similar programs.

**3.0.2 Describe your quality management plan related to accurate and complete HMIS data entry and HMIS reporting.**

- Describe the staff who will be responsible for entering data into HMIS, who verifies accuracy and how your agency ensures data entry is entered in a timely manner.

**4 POINTS POSSIBLE**

**Highest Scoring:** Details extensive experience utilizing HMIS, and staff are trained to complete HMIS reporting requirements in an accurate and timely manner.

**Mid-Range:** Describes some experience utilizing HMIS and a plan for training staff to complete reporting requirements.

**Low Scoring:** Has minimal or no experience utilizing HMIS and does not have a quality management plan.

**3.0.3 Describe how you will ensure the program is following program guidelines and monitoring requirements.**

- Describe your agency’s experience working with public funding, especially federal funding, and/or adhering to similar program requirements.

**4 POINTS POSSIBLE**

**Highest Scoring:** Details several years’ experience with federal funding requirements and a proven ability to follow similar program guidelines.

**Mid-Range:** Describes some experience with federal funds or has or has some experience with a similar program but lacks detail.

**Low Scoring:** Has minimal experience with federal funding or project type.

**3.0.4 Has your agency entered into a contract with Clark County Community Services in the last five years?**

- a. Yes
- b. No

**NO POINTS AWARDED**

**3.0.5 If yes: How has your agency demonstrated an ability to meet required deadlines (e.g. have invoices and reports been submitted on time)?**

- If you answered “no” to the previous question, please enter “N/A” for the response.

**2 POINTS POSSIBLE**

**Highest Scoring:** The agency has consistently submitted all documents by the required deadlines or requested extensions in advance.

**Mid-Range:** The agency has submitted most documents by the required deadlines.

**Low Scoring:** The agency has consistently submitted documents after the required deadlines and without an extension request.

#### **QUESTION SET 4: BUDGET – 5 POINTS**

**4.0.1 Enter the total amount of funding requested, rounded to the nearest hundred dollars.**

- Minimum request is \$40,000
- Maximum amount cannot exceed the amount available for the category you are applying for.
- Administration costs cannot exceed your agency’s ICR (if applicable, please explain) or 15% of minimis.
- Responses to this question must match the total County RFA Request in the Budget Table (template available in Bonfire).

**NO POINTS AWARDED**

**4.0.2 Will this program leverage other funding sources? Please identify and describe. Document all in-kind resources you plan to apply to this program.**

- If using in-kind sources, complete the In-kind Match Valuation form (template available in Bonfire).

**5 POINTS POSSIBLE**

**5 points:** The program will leverage other funding sources to support 45% or more of program costs.

**4 points:** The program will leverage other funding sources to support 30-44.9% of program costs.

**3 points:** The program will leverage other funding sources to support 15-29.9% of program costs.

**2 points:** The program will leverage other funding sources to support 1-14.9% of program costs.

**4.0.3 List what Supportive Services costs are included in your Budget.**

- If your budget includes costs for Supportive Services, indicate what types of costs are included. For example, gas vouchers, school supplies, etc.
- Responses to this question must match the Budget Table.

**NO POINTS AWARDED**

**The Full Application is due no later than 11:30 PM on January 3.**

## **SUBMISSION**

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Before submitting your application in Bonfire you must certify to the following:

- This agency has never been debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension". Our agency will not contract with a subcontractor that is debarred or suspended.
- The information contained in this application is accurate and complete. I understand that final funding awards are based upon funding availability and the approval of the Clark County Council.
- I have read and understand the above Request for Application requirements and restrictions.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **NEXT STEPS**

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Staff will contact you if there are any follow-up questions regarding your application.