



Clark County

Homeless Crisis Response System

Request for Application

Updated 12.02.2024

2025 Funding Guide

Criteria and Application Information

Table of Contents

Process Overview.....	3
Description.....	3
RFA Process	3
Eligible Applicants.....	4
Contract Performance.....	4
RFA Timeline.....	5
Technical Assistance and Questions.....	5
Other Programmatic Requirements	6
Grievance Process.....	8
Staff Contact Information	8
Resources.....	9
Bonfire Application Overview.....	10
Application Overview.....	11
Submission	21
Next Steps	21

Process Overview

DESCRIPTION

This Request for Applications (RFA) solicits program proposals from non-profit agencies that will work within the framework of the Clark County Homeless Crisis Response System (HCRS) between July 2025 and June 2027 to provide services for people living in Clark County who are at risk or experiencing homelessness. \$5.3 million in annual funding is projected to be available per year from state and local funding sources that are designated to address homelessness, which include but are not limited to: System Demonstration Grant (SDG) funds, Emergency Housing Funds (EHF), and local Document Recording Fees (DRF). Actual funding amounts available in contracts may change during the contract period, depending on actual state allocations and funding to local jurisdictions, and local collection of Document Recording Fees. Selected programs should anticipate entering in a two-year contract for services with the County, with the County having the option to extend the contract for a third year.

Proposed Programs must directly support the goals outlined in the [Clark County Homeless Action Plan \(HAP\)](#) and the [State of Washington Homeless Housing Strategic Plan](#) by providing services that provide shelter and secure permanent housing for households who are unsheltered or in temporary housing; or maintain housing and prevent homelessness for persons at risk of homelessness. All funded programs will be required to work together in an integrated and mutually supporting continuum of care. All programs must follow Washington State Department of Commerce SDG guidelines.

The following program types and approximate funding available per year for each are listed below.

1. **Rapid Re-housing (RRH) - ~~\$675,500~~ \$540,400**
2. **Permanent Supporting Housing (PSH) - ~~\$1,107,633~~ \$886,106**
3. **Street Outreach - ~~\$1,030,132~~ \$824,105**
4. **Homelessness Prevention (EPRAP) - ~~\$2,021,405~~ \$1,394,148**
5. **Temporary Housing Interventions (Emergency Shelter, Transitional Housing) - ~~\$400,367~~ \$321,764**
6. **Core Supports (SOAR) - ~~\$65,000~~ \$52,000**

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 Kayla Williams: kayla-renee.williams@clark.wa.gov.

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 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 project(s). 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 project or agency eligibility to be selected for funding. The pre-application is mandatory and is due via email to kayla-renee.williams@clark.wa.gov by November 1, 2024, at 11:30PM PST.

Full Application

The remaining sections comprise the full application and include requests for detailed project information, timeline for project accomplishments and proposed budget. The full application is due by January 3, 2025, at 11:30PM PST in bonfire.

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 will provide a brief proposal presentation to the Community Action Advisory Board (CAAB) at their March or April meetings. Presentations should focus on the specific program application, not the agency. Staff will email applicants additional information in February.

Scoring and Awards

The CAAB is responsible for reviewing and scoring all applications and recommending funding awards. The pre-application sections are only reviewed by the CAAB scoring committee if the full 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. Most points are awarded by the CAAB scoring committee. A few objective 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 county council for approval.

ELIGIBLE APPLICANTS

Qualifying nonprofit organizations under IRS Section 501(c)(3) may apply for funds. Private individuals and for-profit entities are not eligible for funding awards.

Applicants must meet the following requirements:

- Participate in E-Verify.
- Demonstrate fiscal capacity for a cost reimbursement contract.

CONTRACT PERFORMANCE

Services provided because of this RFA will take place within Clark County and serve persons living in Clark County.

RFA TIMELINE

The 2025 funding cycle for all HCRS is as follows:

October 1, 2024	Applications open
October 7, 2024	Pre-submittal workshops 2pm-3:30pm PST (In person or Online) Details and link here: https://clark.wa.gov/community-services/applications
October 29, 2024	Technical Assistance drop-in online 4:00 PM – 5:00 PM PST https://clarkwa.webex.com/clarkwa/j.php?MTID=mbf3b7b915fa8607b1af4aa030b50110e
November 1, 2024	Pre-Application due via email to kayla-renee.williams@clark.wa.gov no later than 11:30 PM.
December 2, 2024	Technical Assistance drop-in online 10:00 AM – 11:00 AM PST https://clarkwa.webex.com/clarkwa/j.php?MTID=m22b767722059d2b4a47bf6ea0dc033e3
December 27, 2024	Deadline to submit questions
January 3, 2025	Full applications due via Bonfire no later than 11:30 PM.
February 2025	Staff review, request for technical corrections
February & March 2025	Applications provided to Community Action Advisory Board (CAAB) Scoring Committee
March & April 2025	CAAB applicant presentations
May 2025	CAAB project scoring and awards announced
May 2025	Clark County Council approval
May & June 2025	Contract development
July 1, 2025	Contracts begin

TECHNICAL ASSISTANCE AND QUESTIONS

Clark County staff highly encourage potential applicants attend the Pre-submittal Meeting on **Monday, October 7, 2024, at 2pm**. This meeting 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
2nd Floor conference rooms A&B

Online:
<https://clarkwa.webex.com/clarkwa/j.php?MTID=m52ff8510c2d14e9eae57b3f14dee05d8>

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. Applicants can join here:

- Tuesday, October 29, 2024, from 4-5PM PST.
<https://clarkwa.webex.com/clarkwa/j.php?MTID=mbf3b7b915fa8607b1af4aa030b50110e>
- Monday, December 2, 2024, from 10-11AM PST.
<https://clarkwa.webex.com/clarkwa/j.php?MTID=m22b767722059d2b4a47bf6ea0dc033e3>

Questions regarding this Request for Application must be directed in writing, via email or bonfire, to the contact person. The deadline for submitting such questions is **December 27, 2024**. Answers will be issued to all applicants no later than December 30, 2024.

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 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

“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

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 to 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 project 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.

Projects 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.

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. 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

Kayla-Renee.Williams@clark.wa.gov – 564.397.7865

Luis.Nunez@clark.wa.gov – 360.600.0328

Micheal.Torres@clark.wa.gov – 564.397.7801

Resources

	Document	What is it?	Where can I find it?
All Projects	State Homeless Housing Strategic Plan	The Department of Commerce is responsible for a State Strategic Plan and Annual Report to the Legislature on Washington's efforts to address homelessness. The plan is a five-year roadmap identifying state and county activities and goals, while the report highlights accomplishments and course adjustments. Plan and report requirements are in RCW 43.185c.	https://www.commerce.wa.gov/serving-communities/homelessness/state-strategic-plan-annual-report-and-audits/
	Clark County Homeless Action Plan	State law requires communities that receive state homelessness funds to adopt a homeless action plan to prioritize, guide, and evaluate their community's efforts to prevent and end homelessness. The most recent plan was adopted in 2018. The County is awaiting additional guidance from The Washington State Department of Commerce for instruction and deadlines for the next version.	https://www.councilforthehomeless.org/homeless-action-plan/
	Income and Rent Limits	Area Median Income (AMI) is used as the eligibility guideline for all housing-related programs offered under the Homeless Crisis Response System (HCRS).	https://clark.wa.gov/community-services/income-guidelines
	System Demonstration Grant (SDG) Guidelines	The System Demonstration Grant (SDG) provides resources to fund homeless crisis response systems to support communities in ending homelessness. All programs in Clark County's Homeless Crisis Response System must adhere to the most up-to-date grant guidelines.	https://deptofcommerce.app.box.com/s/9z5u4yiy7w1d19wrch6mhkeedt0o0h08 https://www.commerce.wa.gov/serving-communities/homelessness/consolidated-homeless-grant/

Bonfire Application Overview

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 Homeless Crisis Response System**.
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 HCRS RFA.
 - Download the 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 kayla-renee.williams@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 Questionnaire templates for each program type you will be applying for. 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.

Applicants must submit pre-applications and respond to any inquiries from Clark County staff before submitting a full application in Bonfire. Due to the RFA settings in Bonfire, applicants will not be able to submit their pre-applications through the Bonfire site. Pre-applications are required. Failure to submit completed pre-applications may void any further application submissions for the 2025 HCRS RFA, in Bonfire. Please see the directions below regarding how to submit your pre-applications:

Application Overview

The following section provides an application checklist and list each question by Questionnaire 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

Pre-Application

Required documents

- ☐ Pre-Application Questionnaire

Submit via email to kayla-renee.williams@clark.wa.gov no later than 11:30 PM on November 1, 2024. More information about questionnaire below.

Full application

Required documents

- ☐ Questionnaire for each program type.
- ☐ 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/>)
- ☐ Copy of IRS 501(c)(3), Certification of Good Standing with Washington Secretary, or State Corp Papers.
- ☐ Proposed Budget Table for each program type (template available in Bonfire)
- ☐ Signed HCRS RFA Guidance Form (template available in Bonfire)
- ☐ Letter(s) of collaboration (example available in Bonfire)

Optional documents

- ☐ In-kind Match Valuation form – *required* if using in-kind funding sources (template available in Bonfire)
- ☐ Additional Documentation

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

HCRS PRE-APPLICATION QUESTIONS

Each agency will submit a single pre application via email. Only one pre-application is required, even if the agency is applying for funds across multiple program types.

.01 Identify each Housing or Program type(s) proposed.

- It is important that the agency includes each program type they plan to submit a proposal for.
Example: Outreach, Prevention, and Rapid Rehousing.

.02 Provide your agency and proposed program name. Ensure to include the program name for each program proposed.

- Any programs not listed in the mandatory pre-application will not be considered for award.

- Proposed name should be clear and identify the type of assistance being applied for. *Example: Agency Name Rapid Rehousing.*

.03 What amount of funds do you anticipate applying for through this RFA? Include the amounts broken out by program proposed.

- This should include the amount of funds for each program listed in the previous questions. *Example: Outreach \$100,000. Prevention \$200,000. Rapid Rehousing \$300,000.*
- Minimum request is \$40,000.
- Maximum request cannot exceed the amount available for the category your applying for.

.04 If your agency a charitable nonprofit organization?

- Yes/No.

.05 How long has your agency been in operation?

.06 Has the agency filed for bankruptcy in the past five years? If yes, please explain.

.07 Is the agency involved in or does it have any pending legal actions? If yes, please explain.

.08 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.

.09 Will all services funded by this proposal be provided within Clark County, to persons living or experiencing homelessness in Clark County?

- It is required that all contracted services are occurring within Clark County limits.

.010 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 always maintain at least 15% of the funding request as cash on hand to meet this requirement.

- Clark County operates on a cost reimbursement basis. 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.

Upload the following documents:

- Anti-Lobbying certification (template available in Bonfire)
- Conflict of Interest and Debarment Certification Form (template available in Bonfire)
- E-Verify MOU

These questions are not scored by the committee.

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.

Submit this portion of the application via email to kayla-renee.williams@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 QUESTIONNAIRES – 100 POINTS

ONE QUESTIONNAIRE FOR EACH PROGRAM BEING PROPOSED. ENSURE THE AGENCY FILLS OUT THE CORRECT QUESTIONNAIRES BASED ON PROGRAM TYPE BEING PROPOSED.

1.0.1. Does this program meet the following description: *dependent on program type*

- Confirm that the questionnaire being filled matches the program being proposed. Reference the HCRS Definitions 2024 document located in the library for more information.

NO POINTS AWARDED

Information only.

QUESTION 1.0.2 IS DIFFERENT BASED ON THE PROGRAM TYPE.

1.0.2. EPRAP: Is the proposed program currently under contract with Clark County? How will this program maintain service levels that were provided in the 2025 program year (July 1, 2024 - June 30, 2025)?

- Describe experience administering this program(s) including how long the program(s) has been available.
- Describe how the program(s) will work to maintain the level of service currently existing in our Homeless Crisis Response System (HCRS).

5 POINTS POSSIBLE - CAAB

Highest Scoring: Is a preexisting program and provides many details on maintaining the level of service activity currently provided.

Mid-Range: Is a preexisting program with limited focus on how to maintain levels of service.

Low Scoring: Is not a preexisting program in the HCRS.

1.0.2. All other program types: Is the proposed program currently under contract with Clark County? How will this program maintain service levels that were provided in the 2025 program year (July 1, 2024 - June 30, 2025)?

- Describe experience administering this program(s) including how long the program(s) has been available.
- Describe how the program(s) will work to maintain the level of service currently existing in our Homeless Crisis Response System (HCRS).

7 POINTS POSSIBLE - CAAB

Highest Scoring: Is a preexisting program and provides many details on maintaining the level of service activity currently provided.

Mid-Range: Is a preexisting program with limited focus on how to maintain levels of service.

Low Scoring: Is not a preexisting program in the HCRS.

1.0.3. Describe the proposed program in detail, include an estimate on how long assistance will be provided.

- Provide an overview of the program process including intake, services available, and required services.
- Describe the population to be served.
- Discuss how long households are anticipated to be in the program.
 - **Clark County SDG and HB contracts do not limit the length of time households can receive assistance. Households cannot be exited due to length of time in program. Client centered case management and progressive engagement is required.**

10 POINTS POSSIBLE - CAAB

Highest Scoring: Provides a clear and comprehensive understanding of how the program works in all its components to meet requirements and outcomes.

Mid-Range: Has some details of program design. Includes some discussion of target population, mentions some intensive services, but little detail.

Low Scoring: Has few details of program design. Little discussion of target populations, wrap around services not identified.

1.0.4 Describe your program's commitment to equity and how you plan to put that commitment into practice in the provision of services.

- Describe how your agency is committed to increasing equitable access and outcomes for program participants.
- Include if your agency has staff representing the populations to be served.

5 POINTS POSSIBLE - CAAB

Highest Scoring: Has a fully developed process on their commitment to equity. Commitment is structured within the program and provision of services.

Mid-Range: Describes some ways they will put that commitment into practice.

Low Scoring: Identifies commitment to equity without plan to put into practice.

QUESTIONS 1.0.5 – 1.0.8 ARE DIFFERENT BASED ON THE PROGRAM TYPE.

1.0.5. Core Supports (SOAR): Specify the proposed annual program outcomes and how they will be measured. Include the number of individuals that will meet each outcome.

- Outcomes need to relate specifically to the program.
- Outcomes will be included in the contract if awarded.
- 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.

5 POINTS POSSIBLE (Core Supports- SOAR) - CAAB

Highest Scoring: Outcome goals are not clear, does not include a collaborative approach to increasing SOAR support in the community.

Mid-Range: Outcome goals are identified, some collaborative goals included. May not explain how outcomes are measured.

Low Scoring: Outcome goals are not clear, does not include a collaborative approach to increasing SOAR support in the community.

1.0.5. Outreach: Specify the proposed annual program outcomes and how they will be measured. Include the number of individuals that will meet each outcome.

- Outcomes need to relate specifically to the program.
- Outcomes will be included in the contract if awarded.
- 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.

5 POINTS POSSIBLE (Outreach) - CAAB

Highest Scoring: Several housing focused outcomes. Explains how each will be measured. Reflects system performance measures.

Mid-Range: Has some housing focus outcomes, but little measurement detail. Doesn't reflect system performance measures

Low Scoring: Describes outputs, not outcomes. Few outcomes included. Outcomes not housing focused. Does not include measurement detail.

1.0.5. EPRAP: Provide the following one-year outcomes for your existing prevention program, July 1, 2023, to June 30, 2024. If this program is new, enter N/A

Percent of successful exits (Permanent Exits) –

Length of stay in program –

Percent returning to homelessness –

- Utilizing data directly from the system dashboard:
<https://www.councilforthehomeless.org/system-dashboard/>
- If program is new, input 'N/A.'

5 POINTS POSSIBLE - DCS

Highest Scoring: 5 points if program outcomes exceed system, average.

Mid-Range: 3 points awarded for outcomes within system average.

Low Scoring: Deduction of 2 points if outcome data below system average.

New program: 0 points.

1.0.5. Temporary Housing Interventions: Provide the following one-year outcomes for your existing program, July 1, 2023, to June 30, 2024. If this program is new, enter N/A

Bed utilization rate –

Percent of successful exits (permanent exits) –

Length of stay in program –

Unsheltered entries –

Percent of chronic housed -

Percent returning to homelessness

- Utilizing data directly from the system dashboard:
<https://www.councilforthehomeless.org/system-dashboard/>
- If program is new, input 'N/A.'

5 POINTS POSSIBLE - DCS

Highest Scoring: 5 points if program outcomes exceed system, average.

Mid-Range: 3 points awarded for outcomes within system average.

Low Scoring: Deduction of 2 points if outcome data below system average.

New program: 0 points.

1.0.5. Permanent Supportive Housing: Provide the following one-year outcomes for your existing program, July 1, 2023, to June 30, 2024. If this program is new, enter N/A

Percent of chronic move-ins -

Time from entry to housed -

Bed utilization rate -

Percent of successful exits (permanent exits) -

Percent of chronic housed -

- Utilizing data directly from the system dashboard:
<https://www.councilforthehomeless.org/system-dashboard/>
- If program is new, input 'N/A.'

5 POINTS POSSIBLE - DCS

Highest Scoring: 5 points if program outcomes exceed system, average.

Mid-Range: 3 points awarded for outcomes within system average.

Low Scoring: Deduction of 2 points if outcome data below system average.

New program: 0 points.

1.0.5. Rapid Re-Housing: July 1, 2023, to June 30, 2024. If this program is new, enter N/A

Percent of successful exits (permanent exits) -

Length of stay in program -

Time from entry to housed -

Unsheltered entries -

Percent of Chronic move-ins -

Percent of chronic housed -

Percent returning to homelessness -

- Utilizing data directly from the system dashboard:
<https://www.councilforthehomeless.org/system-dashboard/>
- If program is new, input 'N/A.'

5 POINTS POSSIBLE - DCS

Highest Scoring: 5 points if program outcomes exceed system, average.

Mid-Range: 3 points awarded for outcomes within system average.

Low Scoring: Deduction of 2 points if outcome data below system average.

New program: 0 points.

1.0.6. CORE Supports (SOAR): Describe how the proposed outcomes were determined.

- Describes experience and outcomes achieved when operating a similar program.

3 POINTS POSSIBLE - CAAB

Highest Scoring: Clear and detailed reasoning for proposed outcomes.

Low Scoring: Outcome determination unclear.

1.0.6. Outreach: Describe how the proposed outcomes were determined.

- Describes experience and outcomes achieved when operating a similar program.

3 POINTS POSSIBLE - CAAB

Highest Scoring: Clear and detailed reasoning for proposed outcomes.

Low Scoring: Outcome determination unclear.

1.0.6 EPRAP: Specify the proposed annual program outcomes and how they will be measured. Include the number of individuals that will meet each outcome. Describe how the proposed outcomes were determined.

- Outcomes need to relate specifically to the program.
- Outcomes will be included in the contract if awarded.
- 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.

NO POINTS AWARDED

Information only.

1.0.6 Temporary Housing Interventions: Specify the proposed annual program outcomes and how they will be measured. Include the number of individuals that will meet each outcome. Describe how the proposed outcomes were determined.

- Outcomes need to relate specifically to the program.
- Outcomes will be included in the contract if awarded.
- 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.

3 POINTS POSSIBLE - CAAB

Highest Scoring: Clear and detailed reasoning for proposed outcomes.

Low Scoring: Outcome determination unclear.

- 1.0.6 Permanent Supportive Housing: Specify the proposed annual program outcomes and how they will be measured. Include the number of individuals that will meet each outcome. Describe how the proposed outcomes were determined.**
- Outcomes need to relate specifically to the program.
 - Outcomes will be included in the contract if awarded.
 - 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.

3 POINTS POSSIBLE – CAAB

Highest Scoring: Clear and detailed reasoning for proposed outcomes.

Low Scoring: Outcome determination unclear.

- 1.0.6 Rapid Re-Housing: Specify the proposed annual program outcomes and how they will be measured. Include the number of individuals that will meet each outcome. Describe how the proposed outcomes were determined.**
- Outcomes need to relate specifically to the program.
 - Outcomes will be included in the contract if awarded.
 - 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.

3 POINTS POSSIBLE – CAAB

Highest Scoring: Clear and detailed reasoning for proposed outcomes.

Low Scoring: Outcome determination unclear.

- 1.0.7. Describe in what ways your program will work to improve the effectiveness of homeless services in Clark County.**
- Describe your program’s coordination within the HCRS coordination and partnerships established.
 - Identify specific ways your program will improve the effectiveness of services.

5 POINTS POSSIBLE - CAAB

Highest Scoring: Information on system coordination and partnerships included. Identifies a plan for agency review of program effectiveness.

Mid-Range: Information on system coordination and partnerships included in approach.

Low Scoring: Limited information on improving homeless services.

- 1.0.8. EPRAP: Indicate which target populations will be served with your program.**

Populations identified from the most recent Homeless Action Plan:

- Families
- Veterans
- Youth (12-24)
- Chronically Homeless
- Domestic Violence Survivors
- Other, explain:

5 POINTS POSSIBLE - DCS

1 population = 3 points

2+ populations = 5 points

1.0.8. All other program types: Indicate which target populations will be served with your program.

Populations identified from the most recent Homeless Action Plan:

- Families
- Veterans
- Youth (12-24)
- Chronically Homeless
- Domestic Violence Survivors
- Other, explain:

5 POINTS POSSIBLE - DCS

1 population = 2 points
2 populations = 4 points
3+ populations = 5 points

1.0.9. Explain the applicant's experience working with the proposed population(s).

- Previous experience providing services to population proposed
- Look for outcomes that meet or exceed minimum system performance measures, if applicable.
- Best practices applicable to population(s) served
- Internal assessment on outcomes and continuous improvement

5 POINTS POSSIBLE - CAAB

Highest Scoring: Describes several years of experience with many details and positive outcomes.

Mid-Range: Describes some experience. Does not provide many details.

Low Scoring: Describes minimal previous experience.

1.0.10. 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 underserved populations.

- **Tell us about historically underserved communities in your project area. Use the CFTH Equity Dashboard for information and include demographics and other factual data.**
 - Using fact-based data such as Census, Homeless Management Information System, Council for the Homeless Point-in-Time Count or Annual System data to describe historically underserved communities in your project area.
- **How have you connected to these communities in planning for this project?**
 - Describe outreach efforts made to connect to historically marginalized communities.
- **What feedback were you provided from these communities?**
 - Summarize feedback provided by these communities.
- **What specific steps is this project taking to ensure the services are accessible to marginalized and underserved communities?**
 - Describe the barrier's historically marginalized communities have to accessing services your agency provides.
 - Describe how your agency is addressing the barriers
- **Please identify how this proposal will benefit marginalized and underserved populations in Clark County.**
 - Discuss how your project provides culturally appropriate services for the different populations in your project area. Include if project information, both oral and written, are available in a person's native language. Are these services provided within your agency or contracted out?
 - Describe training staff receive to provide culturally appropriate services. Include how often training is provided, if staff speak multiple languages, and if staff identify as belonging to a marginalized community.

10 POINTS POSSIBLE – CAAB

Up to 2 points for each question area addressed (all 5 questions = maximum of 10 points).

1.0.11. Describe how your program incorporates a Trauma Informed approach.

- Specifies how TIC is integrated in program policies and service delivery
- Shows commitment to including trauma informed concepts in staff trainings

5 POINTS POSSIBLE - CAAB

Highest Scoring: Provides detailed description of how TIC will be incorporated in program.

Mid-Range: Describes some TIC approaches.

Low Scoring: Reflects minimal understanding of TIC or how to incorporate in program design.

1.0.12. Based on the list of best/emerging practices identified in the Housing Definitions & Best Practices document in the library, identify which approach(s) the program will utilize and how they will be put into practice. Please be specific.

- Look for clear understanding of best practices, applicable to program and population(s) served.
- How best practices are utilized in practice.
- How staff are trained in best practices.
- How program examines their use of and areas for growth in best practices.

5 POINTS POSSIBLE - CAAB

Highest Scoring: Provides detailed description of how best practices will be incorporated in program.

Mid-Range: Describes some best practices approaches, limited detail on how these are implemented or supported by training

Low Scoring: Reflects minimal understanding and integration of best practices or how to incorporate in program design.

1.0.13. Describe any specific eligibility requirements, beyond serving those in Clark County and the required guidelines, for your program. Specify why those requirements exist.

- Reviewed by DCS
- Staff highly encourage programs to NOT include additional eligibility requirements in their programs.
- Excessively restrictive or high barrier eligibility requirements are not permitted.
- Must comply with RFA requirements.

DCS

1 point will be subtracted for each *additional* eligibility requirement.

1.0.14. Specify how the program will integrate services with other community programs to increase the stability of households while providing assistance and after program exit.

- Describes relationships with other service providers to meet the needs of each participant
- Describes role of all collaborating organizations in services provided
- Explains how target population will receive the services needed for housing stability and what organization will provide it
- Describes case coordination of services between organizations to achieve program outcomes

5 POINTS POSSIBLE - CAAB

Highest Scoring: Shows understanding of how to increase housing stability and discusses above criteria.

Mid-Range: Meets some of the criteria, focuses on housing stability, not very detailed.

Low Scoring: Provides few details; doesn't focus on housing stability.

1.0.15. 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 Documents Tab from each partner that describes the roles and responsibilities.

- At minimum, each agency must identify collaboration with mental health services, behavioral health services, and the Housing Solutions Center.
- Staff will determine how many true collaborations are included with the application and score one point for each.

5 POINTS POSSIBLE - DCS

1 point for each letter of collaboration (5 max).

1.0.16. 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).
- In-kind resources are goods or services contributed to the program (volunteer hours, non-cash donations, etc.)
- Only includes resources to be used by proposed program (not organization wide)

5 POINTS POSSIBLE - DCS

No match = 1 point

25% of budget request = 2 points

50% of budget request = 3 points

75% of budget request = 4 points

100% of budget request = 5 point

1.0.17. Describe your program management plan (i.e. staffing, case management/client ratio, units of service, where case management will be provided, case manager support).

- Describes the above-mentioned aspects
- Case load is realistic to achieve desired outcomes

5 POINTS POSSIBLE - CAAB

Highest Scoring: Details each of the components and case load is appropriate for program type.

Mid-Range: Describes some of the above concepts. Case load is too high or seems unrealistic.

Low Scoring: Provides minimal details of above-mentioned areas.

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

- Identifies when data will be entered into HMIS
- Required to enter new participants within 10 days of program entry and all services by the 5th of the following month
- Identifies who will enter the data and who will verify accuracy
- Identifies how program will verify accuracy of data entered prior to invoice submission
- Identifies participation in HMIS data users and/or HMIS system performance workgroups

5 POINTS POSSIBLE - CAAB

Highest Scoring: Describes a realistic plan specifying how the components will be exceeded.

Mid-Range: Provides some of the above information, limited details or no experience with HMIS

Low Scoring: Does not describe entry time-frame or quality assurance plan.

1.0.19. Describe how you will ensure program guidelines are followed, monitoring issues/findings are remedied in a timely manner and reporting is accurate and on-time.

- Describes supervisor verification of services provided
- Shows understanding of different requirements dependent on housing/program type
- Describes staff training and skills required to provide services
- Describes communication efforts to line staff when changes to guidelines or monitoring issues are identified
- Indicates commitment to work with county staff to ensure all program requirements are met and any issues are resolved quickly
- Describes process for completing required reports

5 POINTS POSSIBLE - CAAB

Highest Scoring: Describes most to all of the components listed.

Mid-Range: Provides information for some of the above components.

Low Scoring: Provides few details.

1.0.20. What anti-poverty or pay equity tools are you using to inform decisions regarding staff compensation rates? Describe how staff compensation rates are informed by anti-poverty or pay equity tools.

- Identifies process to offer competitive wages to new staff
- Identifies process to keep current staff at competitive wages
- Demonstrates commitment to paying social service staff adequate pay, compared to demands of their role and needed expertise to perform job
- Demonstrates commitment to dismantling historical underpayment and undervaluing social service staff

5 POINTS POSSIBLE - CAAB

Highest Scoring: Describes a realistic plan specifying how the components will be exceeded.

Mid-Range: Provides some of the above information, limited detail or not yet in practice.

Low Scoring: Does not describe process for promoting anti-poverty for staff or pay equity approaches.

QUESTIONS 1.0.21 IS DIFFERENT BASED ON THE PROGRAM TYPE.

1.0.21. EPRAP: Is your organization a By/For Organization, as defined by being substantially governed by the population being served?

5 POINTS POSSIBLE - DSC

5 points if yes.

0 points if no.

1.0.21. All other program types: Is your organization a By/For Organization, as defined by being substantially governed by the population being served?

NO POINTS AWARDED

Information only.

1.0.22. What amount of funds are you applying for? This should match the budget table submitted.

NO POINTS AWARDED

Information only.

SUBMISSION

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

- I have read and understand the HCRS RFA Guidance.
 - Guidelines are linked in Bonfire and available for view on our website:
<https://clark.wa.gov/community-services/applications>
- 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.

Once certifications have been made, sign and submit this form.

Printed Name: _____

Signature: _____

Date: _____

NEXT STEPS

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