



YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
REQUEST FOR PROPOSALS

**U.S. Department of Housing and Urban
Development-Continuum of Care Program**

This is a Request for Proposals (RFP) for new *Permanent Supportive Housing* projects under the HUD Continuum of Care (CoC) Homeless Housing program.

PROJECT TITLE: HUD Continuum of Careⁱ Permanent Supportive Housing and Rapid Rehousing Grant Opportunity

GRANTOR: United States Department of Housing and Urban Development (HUD)

PROPOSAL DUE DATE: August 12, 2016

AMOUNT AVAILABLE: up to \$90,000 for single or multiple projects, with the possibility of additional funds to be available.

ADMINISTRATIVE ALLOWANCE: No more than 10 percent of grant award.

TIME PERIOD FOR CONTRACT: One-year renewable grant term for leasing, operating or supportive service projects or one-time grant assistance for construction, acquisition or rehabilitation projects.

IMPORTANT DOCUMENTS:

- **Notice of Funding Announcement:** Applicants must ensure that program design meets the 2016 CoC HUD NOFA located at: <http://tinyurl.com/HUDCOC-2016-NOFA>
- **FY 2016 NOFA Policy Requirements and General Section:**
- <http://tinyurl.com/HUDCOC-2016-NOFA>
- **CoC Program Guidelines:** <http://tinyurl.com/COC-ProgramGuidelines>.

OBJECTIVE: The Yakima Valley Conference of Governments (YVCOG), acting in its capacity as the local Collaborative Applicant for the Homeless Network of Yakima County HUD Continuum of Care, is requesting new project proposals from qualified applicants that meet the following criteria:

- Provide Permanent Supportive Housingⁱⁱ, including leasing, operations, and/or services, and

- The housing targets chronically homeless individualsⁱⁱⁱ; and
- The housing is low-barrier housing that follows the HUD Housing First^{iv} approach.

ELIGIBLE APPLICANTS: Nonprofit organizations, States, local governments, instrumentalities of State and local governments, and public housing agencies are eligible to apply with that can demonstrate institutional, managerial and financial capability to plan, manage and complete the program as described.

MATCH REQUIREMENT: The recipient or sub-recipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources.

Cash match must be used for the costs of activities that are listed as eligible under this RFP. A recipient or sub-recipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.

In-kind contributions: The recipient or sub-recipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient or sub-recipient had to pay for them with grant funds, the costs would have been listed as eligible under this RFP.

ELIGIBLE ACTIVITIES

For more detailed information on allowable activities, see the CoC Program Guidelines.

Permanent Supportive Housing (PSH)

Permanent housing is community-based housing, the purpose of which is to provide housing without a designated length of stay. Grant funds may be used for acquisition, rehabilitation, new construction, leasing, operating costs, and supportive services. PSH can only provide assistance to individuals with disabilities and families in which one adult or child has a disability. Supportive services designed to meet the needs of the program participants must be made available to the program participants. Placement or retention in housing must not be conditional upon participation in such services.

PSH Targets Chronically Homeless Individuals

To be eligible, proposed PSH projects must target chronically homeless individuals, as defined by HUD.

PSH is Low-barrier and Follows HUD Housing First Approach

To be eligible, proposed PSH projects must be low-barrier and follow the HUD Housing First Approach.

USES OF ASSISTANCE

Funds are available to pay for the eligible costs listed in § 578.39 through § 578.63 when used to:

1. Establish new housing or new facilities to provide supportive services;
2. Expand existing housing and facilities in order to increase the number of homeless persons served;
3. Bring existing housing and facilities into compliance with State and local government health and safety standards, as described in § 578.87;
4. Preserve existing permanent housing and facilities that provide supportive services;

5. Provide supportive services for residents of supportive housing or for homeless persons not residing in supportive housing;
6. Continue funding permanent housing when the recipient has received funding under this part for leasing, supportive services, or operating costs.

Multiple purposes

Structures used to provide housing, supportive housing, supportive services, or as a facility for Homeless Management Information System (HMIS) activities may also be used for other purposes. However, assistance under this part will be available only in proportion to the use of the structure for supportive housing or supportive services. If eligible and ineligible activities are carried out in separate portions of the same structure or in separate structures, grant funds may not be used to pay for more than the actual cost of acquisition, construction, or rehabilitation of the portion of the structure or structures used for eligible activities. If eligible and ineligible activities are carried out in the same structure, the costs will be prorated based on the amount of time that the space is used for eligible versus ineligible activities.

STATUTORY AND REGULATORY REQUIREMENTS

To be eligible for funding under this RFP, project applicants must meet all statutory and regulatory requirements outline in the FY 2016 NOFA Policy Requirements and General Section referenced above.

Project applicants must also meet all requirements outlined in the Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program Interim rule, available at <http://tinyurl.com/HUD-InterimRule>.

Threshold Requirements

SAM Registration Requirement

All project applicants seeking funding under this RFP must have an active registration at www.sam.gov and provide a DUNS number. See the FY 2016 NOFA Policy Requirements and General Section, Section V.A.1. for additional information.

Project Eligibility Threshold

YVCOG will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If YVCOG determines that the applicable standards are not met for a project, the proposal will be rejected.

- Project applicants must meet the eligibility requirements of the CoC Program as described in the CoC Program interim rule and provide evidence of eligibility required in the application (e.g., nonprofit documentation).
- Project applicants must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer federal funds. Demonstrating capacity may include a description of the applicant experience with similar projects and with successful administration of other federal funds.
- Project applicants must submit the required certifications as specified in this RFP.
- The population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants.
- The project must be cost -effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity y.
- Project applicants must agree to participate in a local HMIS system.

- Whether project applicants administer their programs or activities in the most integrated setting appropriate to the needs of qualified homeless with disabilities. This means that programs or activities must be offered in a setting that enables the homeless with disabilities to interact with others without disabilities to the fullest extent possible.

APPLICATION REVIEW PROCESS

Bidders' Conference

A Bidders' Conference will be held on August 22, 2016, at 11:00 a.m. at the YVCOG office at 311 N. 4th Street, Suite 204, Yakima, WA, 98902. The purpose of the Bidders' Conference will be to review the CoC requirements for this RFP and answer questions. If you have questions but cannot attend the Bidders' Conference, please contact the RFP Coordinator.

RFP Review Committee

The purpose of the CoC Application Review Committee is to review, score and rank the CoC applications. The Committee will review proposals and select project(s) to submit to HUD. Selection of a new project applicant by the Committee does not guarantee funding of the project by HUD.

Review and Ranking of Proposals

The Review Committee will closely review information provided in each project application to ensure that:

- all proposed participants will be eligible for the project component type;
- the proposed activities are eligible under the CoC Program Interim Rule;
- each project narrative is fully responsive to the question being asked and that it meets all of the criteria for that question included in the detailed instructions;
- the data provided in various parts of the project application are consistent; and
- all required attachments are provided and contain accurate and complete information.

The RFP Review Committee will jointly review, evaluate, score and rank each proposal and may request clarification and/or additional information from applicants. When evaluating proposals, YVCOG also reserves the right to consider the applicant's performance related to previous contracts that the applicant may have held with Yakima County.

Costs to Submit Proposals

YVCOG will not be liable for any costs incurred by the applicant in preparation of a proposal submitted in response to this RFP or any other activities related to responding to this RFP.

Scoring Criteria

The CoC Application Review Committee will review new project applications to determine if they meet the following project quality threshold requirements with clear and convincing evidence. The housing and services proposed must be appropriate to the needs of the program participants and the community. A determination that a project meets the project quality threshold is not a determination by Review Committee that a recipient is in compliance with applicable fair housing and civil rights requirements.

- Program Description and Design 50%
- Management of Program 15%
- Fiscal Management 15%

- Diversity and Multi-Cultural Competence 10%
- Budget (listed in Applicant Information Form, Attachment A)) 10%

When evaluating proposals, YVCOG also reserves the right to consider the applicant’s performance related to previous contracts that the applicant may have held with Yakima County.

Additionally, YVCOG will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:

- Project applicants with existing HUD CoC projects applying for new projects must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by regular drawdowns, and timely resolution of any monitoring findings;
- Project applicants with existing HUD CoC projects wishing to expand must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and
- Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, or unresolved audit/monitoring finding related to one or more existing grants.

Additional Requirements

When grant funds will be used for acquisition, rehabilitation, new construction, operating costs, or to provide supportive services, the recipient or sub-recipient must demonstrate that it has site control before a grant agreement can be executed with HUD. Acceptable evidence of site control is a deed or lease. If grant funds will be used for acquisition, acceptable evidence of site control will be a purchase agreement. The owner, lessee, and purchaser shown on these documents must be the selected applicant or intended sub-recipient identified in the application for assistance.

The recipient or sub-recipient must be a participant or agree to participate in the Homeless Management Information System and Coordinated Intake and Assessment system, and meet all data entry and reporting requirements.

The recipient or sub-recipient must have a functioning accounting system that provides for each of the following:

1. Accurate, current and complete disclosure of the financial results of each federally sponsored project.
2. Records that identify adequately the source and application of funds for federally sponsored activities.
3. Effective control over and accountability for all funds, property and other assets.
4. Comparison of outlays with budget amounts.
5. Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the U.S. Treasury and the use of the funds for program purposes.
6. Written procedures for determining the reasonableness, allocability and allowability of costs.
7. Accounting records, including cost accounting records, which are supported by source documentation.

SUBMISSION OF PROPOSALS

Applicants are required to submit seven (7) copies of their proposal. Two copies must have original signatures. The proposal, whether mailed or hand delivered, must arrive at YVCOG no later than 5:00 p.m., Pacific Standard Time or Pacific Daylight Time on Friday, August 12, 2016.

Submit proposals to:

Shawn Conrad, RFP Coordinator
Yakima Valley Conference of Governments
311 N. 4th Street, Suite 204
Yakima, WA 98901

The envelope should be clearly marked to the attention of the RFP Coordinator.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of YVCOG and will not be returned.

Formatting Guidelines

Proposals must be typewritten in a minimum font size of 11 points in the narrative and 10 points in the budget. For proposals that are submitted in hardcopy, materials must be printed on 8-1/2 inch by 11-inch paper. Each page of the proposal must be numbered. Document footers must also contain the name of the applicant organization.

Proposal Content

Proposals should contain the following components:

- Applicant Information Form (Attachment A)
- Project Narrative
 - Program Description and Design
 - Management of Program
 - Fiscal Management
 - Diversity and Multicultural Competency
- Estimated Spending Plan and Revenue Summary Form (Attachment B)

Applicant Information Form

See form in Attachment A.

Project Narrative

1. Program Description and Design (Limit your response to five pages)
 - a. Program Description
 - i. Provide a short, one or two sentence explanation of the purpose of this program.
 - ii. Explain why the program is needed.
 - b. Provide a detailed description of your entire proposal as below:

- i. What types of housing and services are provided? What will the funding be used for?
 - ii. Describe the housing model for this project, who will be providing the housing and services, and where they will be located (on-site or off-site). Explain how services will increase stability for participants. If services are provided off-site, provide information on how participants will access the services. Also, provide information on how the project will help create linkages for participants to other resources in the community. If the applicant is partnering with another organization to provide housing and/or services to project participants, list the names of the partners and provide information on the specific roles and responsibilities of each.
 - iii. Detail the program activities under this service model and how each one will help to achieve one or more of HUD's Program Priorities. Describe how you intend to measure program effectiveness in terms of outcomes to be achieved.
 - iv. Provide the cost per unit for the project.
 - b. Participants
 - i. Describe how you determined the number of clients to be served with the funding requested in this application.
 - ii. Describe the population(s) you intend to serve. Explain how the target population is identified, qualified and monitored. How will the project link populations to units of non-time limited housing?
 - c. Personnel

These positions should be the same as those listed in the Fiscal Management and Budget sections of the proposal.

 - i. Identify all positions involved in the operation of the services and whether they are full or part-time. Provide a brief description of duties and responsibilities of all project staff involved in carrying out the services outlined in this proposal.
 - ii. Who will be responsible for the overall operation of the services and what are their qualifications?
 - iii. Describe your process for ensuring that your staff will have the necessary background checks and certification/license required to provide services.
 - d. Collaboration/Coordination
 - a. If partners are involved in your project, indicate whether partnership agreements are in place and attach letters that describe your intent to partner. Provide a list of agencies, community organizations, and/or resources with which the program will have FORMAL partnerships/Memoranda of Understanding with, and how they will be initiated.
 - b. If partners are a part of your proposed project, provide information on your history collaborating with one another and how the partnership will facilitate a streamlined process for participants' access to the housing and/or services being offered.
2. Management of Program
- a. Project Readiness (Limit your response to one page):

- i. The timeline and plan for moving participants into housing, and staffing the services for the project.
 - ii. Describe the organization’s plan to train direct service and supervisory staff regarding contract requirements, including the policies and guidelines.
 - b. Agency Capacity and Experience (Limit your response to one page):
Describe your agency’s experience providing housing and/or homeless services to the target population and subpopulation(s) described in this proposal.
 - c. Data Management (Limit your response to one page):
 - i. Describe the organization’s experience is using the Homeless Management Information System (HMIS) in Yakima County. If no prior experience, please indicate.
3. Fiscal Management (Limit your response to two pages)
 - a. Please outline the organization’s initial program budget, including the availability of other revenue sources. Complete the Estimated Spending Plan and Revenue Summary Form (Appendix A).
 - b. As part of the organization’s initial program budget, please identify all personnel who will provide direct or indirect support of the organization’s proposed services. Include each position title, the number of staff positions within each position title, and the number of Full Time Equivalent (FTEs) within each position title category. Identify additional fund source(s) that pays for each staff member’s salary. These positions should be the same as those listed in the Personnel section of the proposal.
 - c. Describe how the organization will assure the proper use and safeguarding of public funds. Does your organization have policies and procedures regarding the financial operations of the organization? Have recent reviews or audits of the organization by a certified public accountant or other financial professional identified any weaknesses in the organization’s financial internal controls? If so, please provide the written report identifying the weaknesses and describe how the organization has responded to correct weaknesses.
4. Diversity and Multicultural Competency (Limit your response to one page)
Cultural Competency is defined as:
 - Having a defined set of values and principles, and demonstrating behaviors, attitudes, policies and structures that enable the organization to work effectively in cross-cultural situations; and
 - Having the capacity to 1.) value diversity, 2.) conduct self-assessment, 3.) manage the dynamics of difference, 4.) acquire institutional knowledge, and 5.) adapt to diversity and the cultural contexts of the communities being served; and
 - Incorporating the above in all aspects of policy making, administration, practice, service delivery and involving consumers and key stakeholders.
 - a. Explain your agency’s philosophy and the specific efforts that are in place to assure that this project will be culturally competent and linguistically accessible for the population that will be served. Be sure to include the following information in your response:

- i. Based on your understanding of the target population and subpopulation(s), describe how your project will be culturally relevant, sensitive, and linguistically accessible for the individuals or households that will be served, including efforts related to staffing, outreach and service design (i.e., how the project will help reduce barriers to housing and services for individuals of color and those households for whom English is not the primary language);
- ii. Describe how the ethno-cultural backgrounds of your project staff and agency board reflect that of the identified population to be served and/or how your agency is working to broaden staff and board diversity and knowledge around cultural competency; and
- iii. Describe any means or efforts that are in place to assess the cultural competency of your organization and make changes accordingly.

Estimated Spending Plan and Revenue Summary Form
See Attachment B.

REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all applicants who have made the RFP Coordinator aware of their interest. It is the applicant's responsibility to provide their name, e-mail address, and telephone number in order for their organization to receive any RFP addenda.

RESPONSIVENESS

All proposals will be reviewed to determine compliance with administrative requirements and instructions specified in this RFP. The Applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. YVCOG also reserves the right at its sole discretion to waive minor administrative irregularities.

ATTACHMENTS

A - Applicant Information Form

| | | | | |
|--|--------------------|-----------------|----------------------|--------------------|
| 1. Project title: _____ | | | | |
| 2. Project location (jurisdiction or area of Yakima County): _____ | | | | |
| 3. Number of households served on a given day: _____ Number of households served annually: _____ | | | | |
| 4. Number of individuals served on a given day: _____ Number of Individuals served annually: _____ | | | | |
| <p>5.a. This project is specifically designed to serve the following population: (Please be very specific and check only those that apply)</p> <p><input type="checkbox"/> Homeless single adults</p> <p><input type="checkbox"/> Homeless families with children</p> <p><input type="checkbox"/> Homeless young adults (ages 18 - 25)</p> <p>5.b. This project is specifically designed to serve the following subpopulation: (Please check all that apply)</p> <p><input type="checkbox"/> Homeless households living on the streets</p> <p><input type="checkbox"/> Homeless households living in shelters</p> <p><input type="checkbox"/> Homeless households living in transitional housing</p> <p><input type="checkbox"/> Persons who are chronically homeless</p> <p><input type="checkbox"/> Persons with serious mental illness</p> <p><input type="checkbox"/> Persons with significant drug/alcohol addictions</p> <p><input type="checkbox"/> Persons with chronic medical condition(s)</p> <p><input type="checkbox"/> Persons exiting the foster care system</p> <p><input type="checkbox"/> Persons exiting criminal justice facilities</p> <p><input type="checkbox"/> Persons exiting mental health or psychiatric inpatient facilities</p> <p><input type="checkbox"/> Persons exiting residential chemical dependency treatment facilities</p> <p><input type="checkbox"/> Persons exiting hospitals or health care facilities</p> | | | | |
| 6. UBI Number: _____ | | | | |
| 7. Federal Tax ID Number: _____ | | | | |
| <p>8. Contact Information for Project Applicant: Lead Applicant Agency: _____</p> <p>Agency Mailing Address: _____</p> <p style="text-align: right;">Total Annual Agency Operating Budget (for all activities of the applicant agency from all sources): _____</p> | | | | |
| | Executive Director | Program Manager | HMIS Data Manager | Finance/Bookkeeper |
| Name | _____ | _____ | _____ | _____ |
| Title | _____ | _____ | _____ | _____ |
| Address (if different mailing then above) | _____ | _____ | _____ | _____ |

| | | | | |
|-------|-------|-------|-------|-------|
| Phone | _____ | _____ | _____ | _____ |
| FAX | _____ | _____ | _____ | _____ |
| email | _____ | _____ | _____ | _____ |

9. Applicant Type

_____ Public housing agency (as defined by 24 CFR 5.100)

_____ Nonprofit organization

_____ State of local government

_____ Instrumentality of state or local government

_____ Federally recognized Indian tribe in the state of Washington

10. Provide the caption, cause number, Court, Counsel, and general summary of any litigation pending or judgment rendered within the past three (3) years against the applicant, as applicable. _____

11. Indicate the extent, if any, to which the firm, association or corporation or any person in a controlling capacity or any position involving the administration of federal, state or local funds; is currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any agency; has been suspended, debarred, voluntarily excluded or determined ineligible by any agency within the past three (3) years; does have a proposed debarment pending; has been indicted, convicted or has a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three (3) years. _____

B – Estimated Spending Plan and Revenue Summary Form

Please access Attachment B at <http://www.yvcog.org/documents/2015cocbudget.xlsx>

ⁱ The **Continuum of Care program** is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381–11389). The program is designed to: (1) Promote communitywide commitment to the goal of ending homelessness; (2) Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; (3) Promote access to and effective utilization of mainstream programs by homeless individuals and families; and (4) Optimize self-sufficiency among individuals and families experiencing homelessness - 24 CFR V 578.1 (a)(b).

ⁱⁱ **Permanent supportive housing** is Permanent supportive housing means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently - 24 CFR V 578.3.

ⁱⁱⁱ **A chronically homeless individual** (1) an individual who: (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless - 24 CFR V 578.3.

^{iv} **Housing First** is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. <https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>