Lewis County Public Health and Social Services

Housing Solutions
Request for Proposals (RFP)
RFP Timeline

Release of RFP
Written questions due by email
Responses to questions posted
Applications due (7 hard copies) (1 electronic copy)
Notification of funding to applicants
Contracts to start on

November 1, 2017
November 8th, 2017
November 15th, 2017
December 1st, 2017, 4pm
December 1st, 2017, 4pm
December 11th, 2017
January 1st, 2018

All hard copies shall be submitted to:
Lewis County Public Health & Social Services
(3rd Floor) Attn: Michelle Sorlie
360 NW North Street
Chehalis WA 98532

All electronic submissions send to:
Michelle.sorlie@lewiscountywa.gov
Request for Proposals (RFP)

Lewis County is seeking qualified applicants to submit proposals for Homeless Housing funds for eligible activities that provide homeless housing, affordable housing, and housing services. These services must benefit low-income, homeless, and Lewis County residents who are at-risk of becoming homeless. Qualified applications will draw on existing community strengths and leverage partnerships to maximize potential outcomes.

Proposals must be for activities outlined in the objectives of the Lewis County Ten Year Plan to Reduce Homelessness (attachment A). These funds may not be used to supplant current projects and expenses.

This grant is funded solely by Document Recording Fees, which can fluctuate each year. Awarded contracts will be twelve (12) months in duration, with awards going to either a single project or multiple projects. Projects must operate within the scope of RCW 36.22.178 and RCW 43.185C.050 (attachment B).

The total amount to be awarded for this RFP will not exceed $235,000 in 2018.

A. Written inquiries regarding RFP content and process may be submitted and must be received by 5:00 PM on November, 8th 2017. Written inquiries should be submitted to:

Michaelle.Sorlie@lewiscountywa.gov

Responses will be posted at http://lewiscountywa.gov/publichealth/public-health-blog by November 15th, 2017

I. Applications

A. Any party, public or private, may apply to provide services under this proposal, provided it can meet the requirements set forth.

B. Programs should be evidence-based and best practice; however, emerging/promising practices may be considered.

C. Applicants should outline partnerships they will rely upon. Letters of collaborative relationships are encouraged.

D. Applications must conform to the following formatting requirements:

1. No more than twenty (20) single sided pages, or ten (10) printed front and back, including attachments
2. 1” margins and 12-point font
3. Not bound & without pre-drilled holes for binder insertion

E. Applications/Attachments must include the following information:

1. Organizational Information
   i. Name of the organization principal(s)
   ii. Brief description of the organization’s experience and qualifications
   iii. Contact name, phone number, and email address
   iv. List of board members and organizational chart
   v. Physical and mailing addresses
   vi. Washington State Business License number (community partners)
   vii. Current operating budget
   viii. Last audit/most recent financial review
   ix. Show that applicant will supply appropriate data reporting using the HMIS system (if required)

F. Statement of Need (20%)

1. Describe the magnitude of the issue(s) your program will address.
2. Describe the eligible target population, as well as the geographic locations to be served. Include the numbers to be served and demographic information.
3. If proposed program provides services similar to those already available in the county, clarify the need for additional services.

G. Detailed Description of the Proposed Program (50%)

1. Describe your project and the innovative and/or researched best practice approaches you will use to reduce homelessness in Lewis County. Clearly state the purpose, goals, and expected outcomes of your proposed program.
2. Detail specific activities that will be completed to achieve the RFP’s goal(s).
3. Include a logic model for your program. Guidance for constructing your logic model as well as a template are available at www.innonet.org/client_docs/File/logic_model_workbook.pdf
4. Identify the model that your proposed program will be based on, and cite the research supporting it. If you will be adapting the model for your program, describe any planned modifications and discuss how model fidelity will be maintained.
5. Indicate whether the program is new or established. If it is established, please indicate the month and year it began and detail achievements of the program and achieved outcomes.
6. Describe the roles, responsibilities, workload share, and program commitment of other organizations. Include letters of commitment/collaboration from community organizations supporting the program, including any sub-contractors.

7. Identify program locations and how they are adequate, accessible, and amenable to the target population.

8. Provide a detailed proposed program budget that itemizes funding from all sources, all program-related expenses, and description and source(s) of all “in-kind” and other non-monetary resources. Please see Attachment C, Budget for example.

9. Describe your plan to ensure program sustainability if or when funding from this source ends.

H. Staff and Organizational Experience (10%)

1. Discuss the capability and experience the applicant organization relevant to performing the work described in its proposal.

2. Provide a list of all staff who will participate in the program; showing the role of each and their qualifications, including professional licensing, if applicable.

I. Evaluation (20%)

1. Identify performance measures that will be tracked.

2. Discuss the plans for data collection and reporting.

3. Describe how data will be used for program quality improvement.

J. Other Guidelines:

1. Expenditures for administrative overhead shall be a maximum of 10% of the grantee’s total annual award amount.

2. Applications are due by 4:00 p.m. on December 1st, 2017.
   i. Seven (7) hard copies must be received at the following address no later than 4:00 p.m. on December 1st, 2017:

   Lewis County Public Health & Social Services
   (3rd Floor) Attn: Michaeelle Sorlie
   360 NW North Street, Chehalis WA 98532

   ii. One (1) electronic copy must be received by email no later than 4:00 p.m. on December 1st, 2017. The electronic copy is to be sent to the following email address:

   Michaelle.Sorlie@lewiscountywa.gov
iii. Any proposals received after 4:00 p.m. on **December 1st, 2017** will not be reviewed or considered.

iv. All proposals submitted become the property of the County and will not be returned or retained. It is understood and agreed that the applicants claim no intellectual or property rights to the ideas contained therein.

3. Notification to applicants that will receive funding will be made no later than **December 11th, 2017**.

4. Contracts are expected to begin on or about **January 1st, 2018**.
   
   i. Contracts will be **twelve (12)** months in duration. Contract funding will be by **calendar year**, with no roll-over of unused funding to the subsequent year.
   
   ii. Contracted services are paid on a cost-reimbursement basis.

II. Decision Making Process

   A. Proposals for this funding will be reviewed by a selection committee comprised of agencies that are members of the Community, Public Health & Social Services staff, Affordable Housing Network (AHN), not to include agencies that are applying for funding.

   B. Proposals are evaluated on a competitive basis if the total amount of funds requested exceeds the total amount of funds available. Proposals are evaluated and scored according, but not limited to, the demonstration of need, the degree to which the program purpose can be met and the demonstrated ability of the applicant to implement and administer the program. Proposals with collaboration between agencies are encouraged and will receive preference in funding. The Ten Year Plan, current HMIS data, and the Point in Time homeless count, will serve as the guide to reviewing eligible proposals. Additional consideration will be given to proposals that fall into the “high need” rated category in the gaps analysis.

   C. Lewis County, in its sole judgment, reserves the right to determine which proposals best meet the County’s needs. The County retains the right to reject any or all proposals or to waive formalities with or without cause.
Ten-Year Plan Strategies and Activities

Objective: Reduce the number of Homeless Families.

**Housing Strategy 1:** Increase the number of units for homeless families

**Short term Activity 1:** Maintain and/or increase emergency shelter beds for homeless families.

**Intermediate Outcome:** Homeless families will have a safe place while working on long-term plans.

**Short-term Activity 2:** Create rental voucher program with services for homeless families.

**Intermediate Outcome:** Formerly homeless families will be assisted to obtain housing.

**Long-term Activity 1:** Develop 8 units of mixed housing for homeless families.

**Who is responsible:** The County/Community Partner.

**Housing Strategy 2:** Provide more affordable housing opportunities for homeless families

**Short-term Activity 1:** Promote and support home ownership opportunities for families through Mortgage Assistance down-payment program.

**Intermediate Outcome:** Provide mortgage down payment assistance for six families.
Prevention Strategy 1: Prevent homelessness among families in imminent risk of losing their housing

Short-term Activity 1: Provide short-term rent/mortgage and utility assistance to 20 families.

Short-term Activity 2: Provide tenant education to families receiving short-term assistance.

Intermediate Outcome: ten of these families will receive assistance and will remain stable in existing housing for at least 12 months.

Income Strategy 1: Ensure that homeless families access all mainstream benefits they qualify for (TANF, Medicaid, SSDI, and Food stamps ECT.)

Short-term Activity 1: Enlist and coordinate with existing service agency who provides homeless services to aid the family in pursuing benefits if not already in place.

Income Strategy 2: Provide educational/job skills training and employment services to homeless families.

Short-term Activity 1: Pursue partnership with Centralia College and existing employment services to provide maximum training and job opportunities to homeless families.

Long-term Activity 1: Provide access to job training and search, on-site at shelters or where homeless people congregate.

Health Strategy 1: Provide access to health services for all children

Short-term Activity 1: All children receiving homeless assistance will all apply and receive medical coverage.
Objective: Reduce the number of non-chronically homeless individuals.

Housing Strategy 1: Explore and expand the housing opportunities for homeless individuals.
  Short-term Activity 1: Maintain and/or increase emergency shelter beds for homeless individuals.
  Short-term Activity 2: Provide Transitional Housing Services model with placement, rental assistance and services.
  Short-term Activity 3: Create incentive program for landlords to provide housing to low-income/indigent clients (example: rehab units in exchange for providing unit for 12 months).
  Long-term Activity: Develop safe and sober housing for individuals (Oxford House Model).

Prevention Strategy 1: Increase housing stability for Individuals.
  Short-term Activity 1: Provide prevention assistance in the form of vouchers for any short-term need that can be tied to reducing or preventing homelessness. (May include rent, utilities, car maintenance/repair, medical costs).

Income Strategy 1: Same as Homeless Families

Health Strategy 1: Provide access to health services including substance abuse and mental health treatment
  Short-term Activity 1: Collaborate with Choice Regional Network to assist individuals in obtaining health coverage.
  Long-term Activity 1: Increase funding for substance abuse and mental health treatment for individuals who do not meet requirements for other funding.
Objective: Reduce the number of chronically homeless individuals.

**Housing Strategy 1:** Increase housing stability for chronically homeless

- **Short-term Activity 1:** Identify and define the chronically homeless individuals and their needs for housing/shelter in our county.
- **Short-term Activity 2:** Develop plan to provide additional housing units based on the data and unmet need.
- **Long-term Activity 1:** Develop housing for chronically homeless according to plan.

**Prevention Strategy 1:** Provide increased supportive services to chronically homeless individuals and at-risk individuals.

- **Short-term Activity:** Increase outreach activities and intensive case management throughout the county to identify and serve this population.
- **Long-term Activity 1:** Develop a (one-stop) day center for hygiene needs, job search, benefits assistance ECT.

**Income Strategy 1:** Ensure that chronically homeless individuals are promptly receiving all benefits available to them.

- **Short-term Activity 1:** Ensure that SSI and Medicaid benefits are reinstated for those who lost benefits when incarcerated.
- **Long-term Activity 1:** Increase supported Employment Services to chronically mentally ill clients to maintain stable employment.

**Health Strategy 1:** Increase access and coordination to medical care, substance abuse and mental health treatment services.

- **Short-term Activity 1:** Individuals will be referred for screening/assessment for appropriate health care and treatment services.
- **Long-term Activity 1:** Develop mental health court and expand drug court funding to increase individuals served.
- **Long-term Activity 2:** Research and develop plan to provide local detoxification and In-patient treatment services.
Objective: Reduce the number of homeless youth.

**Housing Strategy 1:** Provide increased resources for transition programs for youth exiting foster care or unsheltered at the age of 18.

**Short-term Activity 1:** Identify homeless unaccompanied youth and their need for shelter/services.

**Short-term Activity 2:** Identify models of care that provide transition services and housing to youth as well as their funding streams.

**Prevention Strategy 1:** Expand supportive services to help youth remain with or reunify with families or extended families.

**Long-term Activity:** Partner with DCFS and the schools to identify at risk youth and provide services to keep the family unit in tact when possible.

**Prevention Strategy 2:** Make sure that all youth exiting foster care are aware of their housing options.

**Short-term Activity 1:** Whenever possible educate youth about existing programs and funds available for housing at least 6 months prior to reaching age 18.

**Income Strategy 1:** Ensure that youth are engaged in educational or job seeking activities to promote obtaining employment.

**Short-term Activity:** Educate and refer youth to existing programs that offer age appropriate skill training for employment, technical training or higher education.

**Health Strategy 1:** Educate youth on what programs and benefits they are eligible to receive.

**Short-term Activity:** Coordinate with appropriate entities to assist youth in applying for benefits and programs.
Objective: Conduct adequate data collection and planning to efficiently manage limited resources for homelessness.

Data Strategy 1: Ensure maximum participation in the Annual Point in Time Homeless Count

**Short-term Activity 1:** Coordinate with School District Officials to report homeless youth and families in their districts.

**Short-term Activity 2:** Provide incentives to the homeless that participate in the count by filling out and returning forms. Cost: $2500.00 Annually

**Short-term Activity 3:** Coordinate agencies to assist in countywide count and advertising. Offer reimbursements up to $600 per agency. $2400 Annually.

Data Strategy 2: Ensure compliance with HMIS and additional reporting of data.

**Short-term Activity 1:** Meet with CTED and LC Health Dept Assessment Division to select and implement an HMIS reporting system.

**Short-term Activity 2:** Determine with assessment division and agencies additional data to be collected on ten-year plan activities.

Other Strategies:

**Short-term Activity:** Hold annual or semi-annual housing symposium to further promote collaboration, education and implementation of the Ten-Year Plan.

**Short-term Activity:** Hire an outside consultant to conduct a feasibility study of having a Housing Authority in Lewis County. Pros/Cons different models, for example Housing Authority Board appointed but no capacity-funnel through and existing Housing Authority through a joint-housing authority agreement.
Other Possible Strategies

Objective: Homeless Activities

**Housing Strategy:** Create housing development capacity, outreach, and services for homeless in Lewis County

**Short-term Activity:** Hire full time employee

**Housing Strategy:** Increase the number of units homeless families

**Short-term Activity:** Expand voucher program for homeless families.

**Long-term Activity:** Develop units in a mixture of transitional and permanent housing units for different income levels.

**Prevention Strategy:** Improve quality of housing for families at risk of homelessness.

**Short-term Activity:** Develop a housing rehab program to rehabilitate homes at risk of being condemned.

**Housing Strategy:** Develop transitional housing for youth 16-17

**Long-term Activity:** Develop transitional beds for youth 16-17.

**Prevention Strategy:** Establish intake, screening and placement centers in several areas of the county with access to current vacancies list, housing referrals and placement and financial assistance.

**Short-term Activity:** Use centers to increase households served with prevention financial assistance and counseling.

**Short-term Activity:** Work to revise policies excluding households from affordable housing because credit history, previous felonies and other barriers.

**Housing Strategy:** Preserve and rehab existing affordable housing stock

**Long-term Activity:** Work with local landlords to maintain housing as affordable to very low income in exchange for low-interest loans or grants for maintenance and rehabilitation.
43.185C.050

Local homeless housing plans.

(1) Each local homeless housing task force shall prepare and recommend to its local government legislative authority a ten-year homeless housing plan for its jurisdictional area which shall be not inconsistent with the department's statewide temporary guidelines, for the December 31, 2005, plan, and thereafter the department's ten-year homeless housing strategic plan and which shall be aimed at eliminating homelessness, with a minimum goal of reducing homelessness by fifty percent by July 1, 2015. The local government may amend the proposed local plan and shall adopt a plan by December 31, 2005. Performance in meeting the goals of this local plan shall be assessed annually in terms of the performance measures published by the department. Local plans may include specific local performance measures adopted by the local government legislative authority, and may include recommendations for any state legislation needed to meet the state or local plan goals.

(2) Eligible activities under the local plans include:

(a) Rental and furnishing of dwelling units for the use of homeless persons;

(b) Costs of developing affordable housing for homeless persons, and services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness;

(c) Operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;

(d) Services to prevent homelessness, such as emergency eviction prevention programs including temporary rental subsidies to prevent homelessness;

(e) Temporary services to assist persons leaving state institutions and other state programs to prevent them from becoming or remaining homeless;

(f) Outreach services for homeless individuals and families;

(g) Development and management of local homeless plans including homeless census data collection; identification of goals, performance measures, strategies, and costs and evaluation of progress towards established goals;

(h) Rental vouchers payable to landlords for persons who are homeless or below thirty percent of the median income or in immediate danger of becoming homeless; and

(i) Other activities to reduce and prevent homelessness as identified for funding in the local plan.
Affordable housing for all surcharge—Permissible uses.

The surcharge provided for in this section shall be named the affordable housing for all surcharge.

(1) Except as provided in subsection (3) of this section, a surcharge of ten dollars per instrument shall be charged by the county auditor for each document recorded, which will be in addition to any other charge authorized by law. The county may retain up to five percent of these funds collected solely for the collection, administration, and local distribution of these funds. Of the remaining funds, forty percent of the revenue generated through this surcharge will be transmitted monthly to the state treasurer who will deposit the funds into the affordable housing for all account created in RCW 43.185C.190. The department of commerce must use these funds to provide housing and shelter for extremely low-income households, including but not limited to housing for victims of human trafficking and their families and grants for building operation and maintenance costs of housing projects or units within housing projects that are affordable to extremely low-income households with incomes at or below thirty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses.

(2) All of the remaining funds generated by this surcharge will be retained by the county and be deposited into a fund that must be used by the county and its cities and towns for eligible housing activities as described in this subsection that serve very low-income households with incomes at or below fifty percent of the area median income. The portion of the surcharge retained by a county shall be allocated to eligible housing activities that serve extremely low and very low-income households in the county and the cities within a county according to an interlocal agreement between the county and the cities within the county consistent with countywide and local housing needs and policies. A priority must be given to eligible housing activities that serve extremely low-income households with incomes at or below thirty percent of the area median income. Eligible housing activities to be funded by these county funds are limited to:

(a) Acquisition, construction, or rehabilitation of housing projects or units within housing projects that are affordable to very low-income households with incomes at or below fifty percent of the area median income, including units for homeownership, rental units, seasonal and permanent farmworker housing units, units reserved for victims of human trafficking and their families, and single room occupancy units;

(b) Supporting building operation and maintenance costs of housing projects or units within housing projects eligible to receive housing trust funds, that are affordable to very low-income households with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses;

(c) Rental assistance vouchers for housing units that are affordable to very low-income households with incomes at or below fifty percent of the area median income, including rental
housing vouchers for victims of human trafficking and their families, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program, consistent with or similar to the United States department of housing and urban development's section 8 rental assistance voucher program standards; and

(d) Operating costs for emergency shelters and licensed overnight youth shelters.

(3) The surcharge imposed in this section does not apply to assignments or substitutions of previously recorded deeds of trust.
# BUDGET EXAMPLE

**ALLOCATIONS:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>$32,000.00</td>
<td>Salaries: Salary cost for actual work done</td>
</tr>
<tr>
<td>$4,300.00</td>
<td>Benefits: (FICA, Medical, Dental, Retirement, Disability) be specific and detail the estimated cost for each benefit provided</td>
</tr>
<tr>
<td>$1,000.00</td>
<td>Training &amp; Travel: List types of trainings and what the funding will cover (registrations, speaker fees, airfare, hotels, etc.)</td>
</tr>
<tr>
<td>$6,000.00</td>
<td>Rent for clients</td>
</tr>
<tr>
<td>$15,250.00</td>
<td>Other costs (be specific)</td>
</tr>
<tr>
<td>$7,500.00</td>
<td>Administrative costs (must be under 10%)</td>
</tr>
</tbody>
</table>

**TOTAL**

$66,100.00