

# Request For Qualifications (RFQ) for Yakima Valley Point In Time & Project Homeless Connect

## APPLICATION INFORMATION

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Yakima Valley Conference of Governments  
Project Homeless Connect  
Issue Date:  
Closing Date: 12:00 P.M. ON OCTOBER 4, 2016

## CONTACT AND INQUIRIES

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## AVAILABILITY OF FUNDS

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Yakima Valley Conference of Governments has made available, in accordance with a local homeless housing plan, the following funds to be utilized to coordinate four Point in Time/Project Homeless Connect events for January 2017. The goal for the use of these funds is to conduct a survey of homeless and to connect people experiencing or at risk of homelessness with services tailored to end homelessness in the Yakima Valley.

**Total Point In Time & Project Homeless Connect Program Funding:      \$45,000.00**

## ELIGIBLE ACTIVITIES

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Costs associated with the execution of Point in Time/Project Homeless Connect events including project management, coordination, and event expenses listed below.

- Facility and equipment rental (tables, chairs, draperies, etc.)
- Event supplies and printing (medical, dental, pharmacy, vision, medicine, food, beverages, hygiene, etc.)
- Fees for identification cards and driver's licenses
- Transportation (bus tokens)
- Event Communication and Outreach to YVCOG Member Cities, Yakima County, and to Homeless Individuals

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## RESPONSE WORKSHOP

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Tuesday, September 26, 2016, 1:00 p.m.

Location: Yakima Valley Conference of Governments – Law Library

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## TO BE CONSIDERED FOR FUNDING, APPLICATIONS MUST BE SUBMITTED NO LATER THAN 12:00 P.M. ON October 4, 2016 ATTN:

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## UPDATES AND MATERIALS

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Information and materials related to this RFQ and from past Project Homeless Connects are available to the awarded recipient.

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## DESCRIPTION OF SOLICITED SERVICES AND AGENCY QUALIFICATIONS

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### Solicited Services

Yakima Valley Conference of Governments is seeking a qualified agency to provide staffing, manage and train volunteers, coordination management, and infrastructure for four (4) Project Homeless Connect events during two (2) days. These events will take place on January 25<sup>th</sup> and 26<sup>th</sup>, 2017 and will serve these purposes:

- Conduct Point in Time Survey
- Input survey information into State HMIS Reporting System
- Connect people experiencing and/or at risk of homelessness with services tailored to their needs
- Promote ongoing collaboration between the systems and community volunteers that serve this population
- Support ongoing efforts to end homelessness in the Yakima Valley
- Coordinate the fundraising for and distribution of clothing and supplies during all four (4) events

These events will provide direct services or connect people with direct services in the community that remove barriers to housing stability, and ultimately, obtaining and maintaining permanent housing, including but not limited to the following categories:

- Health care, including medical, dental, and vision care
- Assist with applying for public benefits and necessary services such as identification
- Support services such as mental health and substance abuse treatment
- Provide housing options, including Access Point for Housing centralized intake, homelessness prevention & rapid re-housing, unaccompanied youth and young adults program, Housing and Essential Needs, and the Landlord Liaison Program
- Provide education and employment services

These events will provide a framework in which the various agencies and systems that serve people experiencing and at risk of homelessness can improve communication and collaboration for this vulnerable population. Ultimately, the experience and knowledge gained from these events should help lower the barriers in our community to **Reduce Homelessness in Yakima County so it is Brief and Rare.**

Project Homeless Connect events should be designed and planned to support ongoing efforts to **Reduce Homelessness in Yakima County so it is Brief and Rare.** These events will take place in Yakima, Yakama Nation, Toppenish, and Sunnyside.

#### **Deliverables:**

- Provide Yakima Valley Conference of Governments complete lists of roles and job description of each person who participated in each event, the person's name address and telephone number, if the person was a volunteer or paid staff, training the person participated in, a copy of the signed vendor information sheet, the signed volunteer policies, confidential agreement and permission/release of liability to use photographs, and a volunteer release and waiver of liability form for each volunteer.
- Provide Yakima Valley Conference of Governments a complete list of vendors with the name, address and telephone number of each person representing the vendor, a copy of the signed vendor information sheet, the signed volunteer policies, confidential agreement and permission/release of liability to use photographs, and a vendor release and waiver of liability form for each vendor.
- Provide Yakima Valley Conference of Governments a complete list which identifies staff and volunteers who will conduct surveys for Point in Time. Provide a list to Yakima Valley Conference of Governments of all training sites and times to train how to conduct survey. Properly train and staff all four events with all required aspects of surveying this population to gather accurate information.
- Conduct four (4) Project Homeless Connect events on January 25<sup>th</sup> and 26<sup>th</sup>, 2017 in the locations of Yakima, Yakama Nation, Toppenish, and Sunnyside
- Serve approximately 2,000 individuals in a 2-day period.
- Employ staff and volunteers as needed to coordinate the events, fundraise, and staff planning meetings.
- Ensure elected officials within each city are aware of the events in advance, and are invited to attend and volunteer.

#### **Reporting Requirements for Each Event:**

- Number of clients served
- Number of families with children vs. individuals served
- Percent of survey respondents that received at least one of the services they came for
- Percent of survey respondents that received at least two of the services they came for

- Client satisfaction at exit
- Number and type of services/appointments set up for after the event
- Name, type and number of agencies on site
- Number of referrals for housing and employment services
- Number and types of outreach to elected officials and staff in each event city

### **Eligible Participants**

Eligible participants are households who are either at risk of becoming homeless or are literally homeless.

*At Risk of Becoming Homeless* is defined as being currently housed but facing eviction and in need of housing assistance to prevent household from becoming homeless.

*Literally Homeless* is defined as households who are unsheltered or are living in a temporary housing situation and need assistance in order to obtain housing.

### **Agency Qualifications**

The successful bidder will demonstrate the experience, ability, and capacity necessary to successfully perform the following:

1. Provide the services listed above
2. Outreach to the target population
3. Past experience successfully organizing and delivering similar events
4. Manage bookkeeping and financial matters
5. Staff recruitment, hiring, and infrastructure
6. Collaborate with homeless connection event partners
7. Raise additional funds as necessary to implement the project budget

## **ELIGIBLE APPLICANTS**

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Yakima Valley Conference of Governments requires all applicants that apply for funding have experience with assisting individuals and/or families coming out of or avoiding homelessness, be registered as a business entity with the State of Washington, and possess a Washington State Unified Business Identifier (UBI) number and a Federal Tax ID number. Applicants must be for profit, non-profit organization serving residents of the Yakima Valley may apply to use these funds for eligible activities.

Applicants must currently provide Outreach services through a State of Washington or Federal grant program located in Washington.

Applicants must be in good standing with all State and federal agencies with which they have an existing grant or contractual relationship.

Applicants must demonstrate experience providing case management and supportive services to homeless and case management needs as part of their existing services. Please note that priority will be given to applicants that have experience in delivering outreach services to homeless.

Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.

Applicants and/or their employees must hold current State licenses.

Applicants that are not governmental entities must have a governing body that provides oversight as is legally required.

Applicants must have the capability to uphold all administrative and operating standards as outlined in this document.

## **ANTICIPATED TIMELINES**

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The following anticipated timeline is subject to change, at the discretion of the Conference:

September 1, 2016: Notification of Request for Qualifications is published in the Yakima Herald, The Daily Sun News, El Sol, and Yakima Valley Conference of Government website.

September 26, 2016: Applicant Workshop for all prospective applicants, 1:00 p.m., Yakima Valley Conference of Governments – Law Library

**October 4, 2016:** Responses are due **no later than 12:00 p.m.** Yakima Valley Conference of Governments – 311 North 4<sup>th</sup> Street, Suite 204 Yakima, WA 98901

October 11, 2016 Funding decisions announced.

**January 25, 2017** **Project homeless connect Sunnyside, Yakama Nation, & Toppenish**

**January 26, 2017** **Project homeless connect Yakima metro area**

## **CONTACT**

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## RESPONSE WORKSHOP

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A workshop will be held at Yakima Valley Conference of Governments, 311 North 4<sup>th</sup> Street, Suite 204, Yakima, WA 98901, Law Library on Monday, September 26, 2016 at 1:00 p.m.

The workshop will provide an overview of the program goals and expectations to be achieved by the RFQ.

## RESPONSE DUE DATE AND INSTRUCTIONS FOR SUBMITTAL

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To be eligible for consideration, the application must be received by Yakima Valley Conference of Governments – Attn: Homeless Program, 311 North 4<sup>th</sup> St., Suite 204 Yakima, WA 98901 **no later than 12:00 p.m. on October 4, 2016**. Applications postmarked prior to the deadline but not received by Yakima Valley Conference of Governments will be considered unresponsive and are ineligible for consideration.

Applications will be considered as submitted and Yakima Valley Conference of Governments will not contact the agency for corrections to the applications. Applicants are strongly encouraged to carefully review the anticipated timeline associated with this announcement, as identified on pages four.

Applicants must submit their Response in hard (paper) copy, providing **one (1) complete original and three (3) copies**. The original and copies must be **printed** and must include the signed Acknowledgement of Required Assurances. Responses must be submitted on the forms provided in no less than 11 font. Applications must be signed by a person authorized to bind the agency in a contract.

### Important notes regarding the applications for funding:

- Answer each question and sub-question individually. Every question must be answered completely. If a question does not apply to the project, explain why.
- Do not alter or omit the questions and/or instructions that are in the application so that reviewers are aware of the question that you are responding to and to facilitate easy review of the Response.

## RESPONSE EVALUATION PROCEDURE AND CRITERIA

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Applications will be evaluated on a competitive and qualitative basis and will be scored according to, but not limited to, the demonstration of ability to conduct four Project Homeless Connect events, as well as experience connecting people experiencing and at risk of homelessness with tailored services to overcome their barriers to housing stability, experience promoting ongoing collaboration between the systems and community volunteers that serve this population, and experience supporting ongoing efforts to end homelessness in the Yakima Valley

Review Committee: A Response Evaluation Committee consisting of representatives from local governments and non-profits will review all eligible applications and make a recommendation for funding the most qualified applicant.

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## **UNACCEPTABLE RESPONSES**

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Applications submitted that are not responsive to the requirements of the solicitation are unacceptable and shall not be considered. Applicants should carefully review the instructions for submittal under the Response Due Date and Instructions for Submittal section on pages five (5) and six (6) of this RFQ to ensure that proper formatting is followed. Unacceptable applications are those which are subject to at least one of the following shortcomings:

1. Does not address the essential requirements of the RFQ.
2. Clearly demonstrates that the applicant does not understand the requirements of the RFQ.
3. Does not meet the deadline for submittal.
4. Does not contain the original and prescribed number of copies or does not include the required original signed assurance document.
5. Does not include all the information and documents required as part of the application.

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## **OWNERSHIP OF MATERIAL**

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Responses, applications, and other materials submitted in response to this request become the property of the Yakima Valley Conference of Governments, are documents of public record, and will not be returned. By submitting an application, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in their applications.

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## **RESPONSE COSTS AND PAYMENT OF CONTINGENT FEES**

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Yakima Valley Conference of Governments is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation, including travel costs to attend meetings of the Steering Committee, mandatory training, and/or contract negotiation sessions, are the responsibility of the applicant.

In the event that the applicant's Response was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the applicant understands and agrees that no contingent fees will be paid under any resulting award.

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## **EXPECTED TERM OF RESULTING AGREEMENT**

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The selected agency will be expected to complete all aspects of the proposed project identified in the application.

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## **ACCEPTANCE OF TERMS AND CONDITIONS**

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By submitting a response to this RFQ, the applicant acknowledges and accepts all terms and conditions of this request and all County and State regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the application will become part of the contract agreement. The applicant is bound by the terms of the application unless Yakima Valley Conference of Governments agrees that specific parts of the application are not part of the agreement. The COG reserves the right to introduce different or additional terms and/or conditions during final contract negotiations.

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## **RIGHT TO REJECT OR NEGOTIATE**

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Yakima Valley Conference of Governments (YVCOG) reserves the right to reject any or all applications, if such a rejection is in the YVCOG's best interest. This RFQ is a solicitation for offers and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be purchased by YVCOG. YVCOG may withdraw this notification at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, YVCOG reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, the YVCOG reserves the right to arrange an on-site visit/review to determine the applicant's ability to meet the terms and conditions described in this RFQ.

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## **CONTRACT AWARD AND NOTIFICATION TO SELECTED APPLICANTS**

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Decisions regarding contract awards for activities solicited by this announcement will be made October 11, 2016.

All applicants will be notified by U.S. mail as to the decision regarding their application. Successful applicants will work with Yakima Valley Conference of Government staff to negotiate and execute a contract.

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## **CANCELLATION OF RESPONSE**

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Yakima Valley Conference of Governments reserves the right, with or without cause, to cancel any contract resulting from this RFQ with a thirty (30) calendar day written notice sent by certified mail, return receipt requested, to the applicant's address of record, as indicated the applicant's Response to this RFQ (or last known address on file).

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## **NOTIFICATION OF REQUIRED ASSURANCES**

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Applicants who are awarded a contract agree to provide activities in accordance with the requirements of the contract, and with the statutes, regulations, requirements, and policies identified below, including but not limited to:

**Conflict of Interest:** The Applicant covenants that no person who presently exercises any functions or responsibilities in connection with the Homeless Program has any personal financial interest, direct or indirect, in this Agreement. The Applicant further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Applicant further covenants that in the performance of this project/Response, no person having any conflicting interest will be employed. Any interest on the part of the Applicant or its employees must be disclosed to YVCOG.

No officer, employee or agent of the Applicant shall participate in the selection, award, or administration



of activity funded in whole or in part with SHB 2163 funds if a conflict of interest, real or apparent, would exist, nor shall their families, or those with whom they have business ties, so benefit.

**Changes to Scope:** For agencies that are funded with 2163 funds, if any changes are made to the scope, location and/or beneficiaries of the program, the agency will be responsible for any costs associated with public notices placed in the Yakima Herald, the County's legal paper of record, notifying the public of the programmatic change.

## **YAKIMA VALLEY CONFERENCE OF GOVERNMENT REQUIREMENTS**

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1. Compliance with the policies of Yakima Valley Conference of Governments, local (2163 funds), and state Consolidated Homeless Grant funds. (copies available for review)
2. Provide a copy of comprehensive liability insurance and bonding, as required by the Conference.
3. Compliance with federal and state laws requiring the safeguarding and disclosure of confidential information.
4. Completion and subsequent renewal of background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults.
5. Certification that 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 not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any agency within the past three (3) years; does not have a proposed debarment pending; has not been indicted, convicted or has not had 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.
6. Maintaining program and financial records for audit review, and providing access to documentation upon request by the Conference.
7. Submission of program and financial reports, as required by the Conference.

# Project Homeless Connect Planning Overview

## **1.0 - The Purpose of Project Homeless Connect**

In one day at a Point in Time & Project Homeless Connect event, a person experiencing homelessness will be surveyed and can find services that would otherwise take months to secure. During each event, corporations, nonprofits, and government agencies provide participants with services through PHC. These services include dental care, eyeglasses, housing information, food, hygiene products, medical care, mental health services, SSI benefits, legal advice, Washington State identification cards, cell phones, employment counseling/job placement, addiction services, and more.

## **1.1 History of Project Homeless Connect**

From its origins in San Francisco where it was pioneered by Mayor Gavin Newsom in January 2004, Project Homeless Connect (PHC) was built on models of response to Hurricane Katrina and Stand Down for veterans. PHC has been identified by the United States Interagency Council on Homelessness as an innovation that can move people more quickly toward housing and stability and furthers the goals of community 10 Year Plans to end homelessness. With encouragement and technical assistance from the Council, Project Homeless Connect has now been adopted by more than 220 communities, large and small, in the U.S., Canada and Australia in less than three years.

## **1.2 On a Smaller scale**

Yakima Valley Conference of Governments is inviting local cities and towns to actively engage in countywide activities such as the Annual Point in Time and Project Homeless Connect, linking the homeless with services and providing food and housing vouchers, medical and eye screenings, a warm meal and even a haircut. Currently Project Homeless Connect events are being held, simultaneously, in Sunnyside, Toppenish, at the Yakama Nation, and Yakima. While the Project Homeless Connect events are being held, the Conference also requires that the Point in Time Survey be conducted.

*\*The resources available in smaller, potentially rural counties are often limited compared to large areas like San Francisco and, as a result, Project Homeless Connect events vary in size, content and frequency in each community. Regardless of the size, every event shares a common intent – to remedy the homelessness of their neighbors.*

### **1.3 Annual Point in Time Count**

Every year the Department of Housing and Urban Development (HUD) requires communities to conduct sheltered counts of people living in emergency shelter or transitional housing. Every other year, HUD requires communities to conduct unsheltered counts of people living in a place unfit for human habitation (such as in an abandoned building or in a park). Some years both counts are required, so every community will be conducting both a sheltered and an unsheltered count. Yakima Valley Conference of Governments conducts this survey during the Project Homeless Connect event. We are able to bring some of the homeless population to Project Homeless Connect by providing free services while also conducting the annual point in time survey count.

The Homelessness Housing and Assistance Act ([ESSHB 2163 - 2005](#)) requires each county to conduct an annual point in time count of sheltered and unsheltered homeless persons in Washington State (See [RCW 43.185C.030](#)) in accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD).

### **Overview:**

Focus: Finance, Budgeting and Fundraising, Event Lead

- Budget Management – tracks the budget throughout the whole planning process, with input from all areas
- Works with the details regarding the venue, the layout and placement of resources at the event
- Contacts all agencies and service providers for the resource room; divides services into sections and listens to the needs of the service providers.
- Responsible for all supplies, donation fundraising and distribution, staff, volunteers, vendors, meals
- Responsible for training of staff and volunteers for Point In Time survey
- Coordinates full staff and volunteer coverage at all event sites
- Advertises and communicates with appropriate Elected Officials, vendors, city staff, and other stakeholders
- Works closely with Yakima Valley Conference of Governments Staff with updates of event planning and requirements of the events

### **Publicity:**

Focus: Marketing, Spreading information about the event. Reports directly to the Awarded Agency of this RFQ

- Provides continual countywide coverage about Point In Time and Project Homeless Connect
- Members made up of PR representatives from each area of the county
- Reaches homeless population as well as outreaching to volunteers

- Radio, PSA, FLIERS, Newspaper, TV and MORE
- Contacts Schools and Churches

## Logistics

Focus: Planning of facilities, layout, and Agency Contact

Reports directly to the Awarded Agency of this RFQ

- Works with the details regarding the venue, the layout and placement of resources at the event.
- Contacts all agencies and service providers for the resource room; divides services into sections and listens to the needs of the service providers.
- Creates a map of the resource room and venue for volunteer information and signage purposes.
- Creates/finds availability of resource guides for countywide resource contacts, community meals and transportation guides.
- Represents specific highlighted area of Point in Time and Project Homeless Connect (publicity, logistics, food, etc.), focuses on bringing in services and members who can solicit and arrange those services.
- Meets as frequently as needed; May meet with individual staff and volunteers for more support or identification of need

## Volunteers:

Focus: Markets Volunteerism, Creates volunteering subcategories.

Reports directly to the Awarded Agency of this RFQ

- Volunteer management and coordination
- Generates applications through office/committee
- Manages all Fundraising for Donations and Distributes Donations
- Markets toward volunteerism and works with publicity subcommittee
- Creates volunteer categories such as intake, escorts, food services, etc. Produces a layout of volunteer opportunities to offer people when doing volunteer outreach.

## Medical, Dental, and Vision:

### **Medical:**

- Works with the Logistics committee to find out what medical resource tables will be offered
- Figures out the availability of immunizations, solicits help from medical personnel and/or nursing students

### **Dental:**

- Works with the Logistics committee to find out what Dental resource tables will be offered
- Solicits the help of dentists to volunteer their time and services;

- Works with the Logistics committee regarding chair placement.

**Vision:**

- Works with the Logistics committee to find out what Vision resources will be offered
- Solicits the help of optometrists to volunteer their time and services;
- Works with the Logistics committee regarding dark room and other screening needs.
- Order glasses for the event. Common strengths are 1.50 (Cheaters)

## **APPLICATION:**

### **1) Applicant Organization (15 Points)**

Describe the agency's history, mission and goals, and where appropriate, a record of accomplishments in working in collaboration with the Homeless and/or relevant projects with other State of Washington and/or federal governmental entities.

Describe the agency's background and experience with homeless and in implementing case management and supportive services to homeless with community-based experience.

Preference will be given to those providers who have agreements, MOUs affiliation agreements and/or letters of support. Provide and include as exhibits.

Provide an indication of the organization's demonstrated commitment to cultural competency and diversity. These shall include, but are not limited to, affiliations with informal or natural helping networks such as language services, neighborhood and civic associations, faith based organizations, and recreational programs determined to be appropriate.

Provide an indication of the agency's demonstrated capability to provide services that are consistent with the COG's goals and objectives for the program to be funded. Include information on current programs managed by the agency, the funding sources and if available, any evaluation or outcome data.

### **2) Needs Justification (10 Points)**

Provide documentation describing the regional need for the proposed services, including:

- Statements that demonstrate an understanding of the problem and the needs of the target population;
- A summary of existing services, including identified gaps in the current provision and availability of those services; and

### **3) Program Approach (45 Points)**

Specify a program approach that includes an overview of the proposed services and their anticipated impact on the target population in the region applied for, including:

- A description of the street outreach services to be provided, including the specific goals and objectives of each;
- A description of the activities or methods that program personnel will employ to achieve the service objectives;
- A description of any service coordination, collaborative efforts or processes that will be used to provide the proposed services (attach any affiliation agreements or Memoranda of Understanding);
- Client eligibility requirements and tracking of eligibility, referral processes and client rejection/termination policies;

- A description of client data to be recorded, the intended use of that data and the means of maintaining confidentiality of client records, and;
- A description of the strategies to promote community awareness training activities to prevent and address homelessness.

## **A. Required Program Parameters**

### **Applicant/Staff Qualifications**

The applicant shall have at least two years of successful experience within the last five years working with who are or at-risk of homelessness due to factors such as substance abuse, mental health issues, trauma, aging out of the child welfare or youth behavioral healthcare systems, court-involvement, family instability, economic stressors, and/or sexual/gender identity issues.

The applicant shall be fiscally sound and capable of managing the proposed program. The applicant's key staff shall have at least two years of successful and relevant experience within the last five years working with children, youth, and/or families experiencing homelessness.

Indicate the number, qualifications and skills of all staff, consultants, subgrantees and/or volunteers who will perform the proposed service and training activities. Outreach vehicles shall be used by staff who hold a valid State license.

The provider shall describe how program staff members receive training that includes safety and emergency procedures, HIV awareness and education, case records and confidentiality, youth development, child abuse prevention and reporting, suicide prevention, cultural diversity awareness, impact of trauma, domestic violence, pregnancy prevention and parenting, sexual exploitation, substance abuse, and youth with disabilities.

## **B. Program Design**

### **Program Description**

The program design shall include service delivery in locations where homeless are known to congregate within the region being applied for. The role of the homeless outreach provider is to: engage and make connections with homeless, survey homeless, distribute information about services, link homeless with resources, materials and referrals, shelters, or other safe environments. Describe the outreach services and the hours of operation. The provider shall operate within the area designated in their contract, as well as identify in the proposal specific locations for focused outreach. The program design shall include a plan to provide community awareness training activities to prevent and address human trafficking in the region being applied for.

### **Target Population and Service Levels**

The target population for the homeless outreach services is, homeless and at-risk homeless in the targeted region. The provider must identify how a "contact" will be defined.

**Required Program Elements:** The program shall include the following elements:

**Engagement:**

The provider shall actively search for homeless and at-risk. Outreach workers shall locate and engage homeless to encourage acceptance of and participation in the survey and services that can help them. Provider must describe how they will effectively engage homeless.

**Sensitivity:**

The provider shall provide culturally and trauma informed service delivery to runaway, homeless and at-risk youth. This service delivery should consider the possible needs of youth that might have immigration issues, and language barriers.

**Urgent Needs Assessment:**

When needed, the provider shall provide the homeless with immediate linkage to crisis intervention and counseling services, information about resources, and helping them access the immediate services and supports that they need.

**Support and Referral Services:**

The provider will assess the homeless to identify the services and supports needed. The provider will identify information and materials to the homeless that will address their concrete and case management needs. This includes but is not limited to: food, clothes, counseling, healthcare, housing, employment, education, financial, legal, and/or immigration services.

**Communication Network:**

The provider shall maintain a means of communication (i.e. cell phone or radio) in order to accept referrals from various sources such as: 211, crisis shelter, faith based organization, law enforcement or other community resources.

#### **4) Data Collection and Statistical Reporting (10 Points)**

Describe the outcome measures that will be used to determine that the service goals and objectives of the program have been met. Provide a brief narrative and attach copies of any evaluation tools that will be used to determine the effectiveness of the program services. The provider shall maintain a log of all homeless contacts and provide statistics as directed by COG Staff, including the number of homeless served, the primary geographical locations where services were provided, the number and nature of services and referrals provided, and the information and materials distributed.

#### **5) Budget (10 Points)**

The COG will consider the cost efficiency of the proposed budget as it relates to the anticipated level of services. Therefore, applicants must clearly indicate how this funding will be used to meet the project goals and/or requirements. Provide a line item budget and narrative for the proposed project/program.

The budget should be reasonable and reflect the scope of responsibilities required to accomplish the goals of this project. All costs associated with the completion of the project must be clearly delineated and the budget narrative must clearly articulate



budget items, including a description of miscellaneous expenses or “other” items. The grantee is expected to adhere to all applicable State cost principles.

### **6) Completeness of the Application (5 Points)**

The COG will also consider the completeness of the application and the clarity of statements within the proposal, including the availability and accuracy of all supporting documentation.

### **7) Leveraging (5 Points)**

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism.

## **B. Supporting Documents:**

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent containing all the documents. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

All supporting documents submitted in response to this RFP must be organized in the following manner:

### **Part I: Proposal**

1. Proposal Cover Sheet\*
2. Table of Contents
3. Proposal Narrative (in following order)
  - a. Applicant Organization
  - b. Needs Justification
  - c. Program Approach
  - d. Data Collection and Statistical Reporting
  - e. Budget Narrative
  - f. Completeness
  - g. Leveraging

### **Part II: Appendices**

1. Resumes of key personnel.
2. Current and proposed agency organizational charts
3. Staffing patterns for Homeless Outreach
4. Current/dated list of agency Board of Directors/Terms of Office
5. Copy of agency Code of Ethics and/or Conflict of Interest policy
6. Statement of Assurances\*
7. Certification regarding Debarment\*