



# **Clallam County Affordable Housing & Homeless Housing and Assistance Funds**

## **2023 Request for Proposals**

**July 1, 2023 – June 30, 2025**

**DEADLINE: March 6, 2023**

**CLALLAM COUNTY HOMELESSNESS PROGRAM FUNDING  
2023 – 2025 REQUEST FOR PROPOSALS (RFP)  
Affordable Housing & Homeless Housing and Assistance Funds**

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CLALLAM COUNTY HOMELESSNESS PORGRAM FUNDING REQUEST FOR  
PROPOSAL SUMMARY  
**Affordable Housing & Homeless Housing and Assistance Funds**

Clallam County Health and Human Services Department is requesting proposals for Affordable Housing (2060) and Homeless Housing and Assistance Funds (2163). Funding will be available for the period July 1, 2023 through June 30, 2025. The local Homelessness Task Force, appointed per Resolution 85, 2005 prioritized and selected the following service areas for 2023 – 2025 funding:

- 1. Shelters**
- 2. Housing**
- 3. Support Services**
- 4. Safe Parking/Camping**

**Proposals/applications must have one priority selected.** Only one funding priority can be selected for each application. You must submit more than one application if you are proposing multiple projects.

Funding will be available for the period July 1, 2023 through June 30, 2025 as follows:

Affordable Housing (2060):

July 1, 2023 – June 30, 2024	\$120,000
July 1, 2024 – June 30, 2025	\$120,000

Homeless Housing and Assistance Funds (2163):

July 1, 2023 – June 30, 2024	\$600,000
July 1, 2024 – June 30, 2025	\$600,000

**Voluntary Bidder’s Questions and Answers will be posted to the Health and Human Services Website**

All questions regarding RFP content or process must be received by Clallam County Health and Human Services in writing ([christine.dunn@clallamcountywa.gov](mailto:christine.dunn@clallamcountywa.gov)) no later than January 23, 2023 at 5:00 P.M. Written responses to questions raised by written inquiry will be posted to [www.clallamcountywa.gov/hhs](http://www.clallamcountywa.gov/hhs) no later than January 27, 2023 at 5:00 P.M. Responses will only be provided in written format and posted. It is solely the Bidder’s responsibility to access posted questions and answers.

**PROPOSAL DEADLINE: Monday, March 6, 2023 at 3:00 P.M. (See Section VI)**

**PROPOSALS MUST BE RECEIVED IN THE CLALLAM COUNTY BOARD OF COMMISSIONERS’ OFFICE NO LATER THAN 3:00 P.M. ON MONDAY, MARCH 6, 2023, WHETHER HAND DELIVERED OR BY U.S. MAIL. NO LATE PROPOSALS WILL BE ACCEPTED.**

**EACH PROPOSAL MUST BE:**

- 1. IN A SEPARATE ENVELOPE**
- 2. THREE RING HOLE PUNCHED**
- 3. ONE (1) ORIGINAL  
AND**
- 4. EIGHT (8) COPIES**
- 5. THE OUTSIDE OF THE ENVELOPE SHALL BE MARKED “Homelessness  
Program Funding Proposal 2023”**
- 6. AN ELECTRONIC PDF VERSION OF THE PROPOSAL MUST BE SENT TO  
Christine Dunn AT [christine.dunn@clallamcountywa.gov](mailto:christine.dunn@clallamcountywa.gov)**

**A Mandatory Virtual Interview with the RFP Review Committee will be held the week of March 20<sup>th</sup> – 24<sup>th</sup> time TBD. Bidders will be contacted to schedule a virtual interview.**

## **BACKGROUND**

In 2005, House Bill 2163: Homelessness Housing and Assistance Act and in 2002, House bill 2060: Affordable Housing were signed into Washington State law. These laws impose surcharges on recording fees for recording of real property documents and dedicate these funds to housing programs for extremely low-income and very low-income persons. In 2005 the Clallam County Board of Commissioners approved an ordinance authorizing these fees to be taken by the county auditor and created the Clallam County Homelessness Task Force.

## **SCOPE OF WORK**

Proposals for Homelessness Program Funding must address one of the four priority areas.

- 1. Shelters**
- 2. Housing**
- 3. Support Services**
- 4. Safe Parking/Camping**

This Request for Proposal is available on the Internet at <http://www.clallamcountywa.gov/HHS> or by contacting Christine Dunn at Clallam County Health & Human Services; Phone: 360.417.2582; Email: [christine.dunn@clallamcountywa.gov](mailto:christine.dunn@clallamcountywa.gov). The Clallam County Health & Human Services Department reserves the right to make unilateral modifications to this RFP to address changes on the state and/or local level.

REQUEST FOR PROPOSAL (RFP) TIMELINE  
**Clallam County Homelessness Program Funding**

Date	Activity
<b>December 6, 2022</b>	Homelessness Task Force Meeting – Priorities Confirmed
<b>January 9, 2023</b>	RFP presented to BOCC at work session meeting
<b>January 10, 2023</b>	RFP approved by BOCC at regular agenda meeting
<b>January 11, 2023</b>	RFP released
<b>January 23, 2023</b>	Voluntary Bidders Conference questions due to <a href="mailto:christine.dunn@clallamcountywa.gov">christine.dunn@clallamcountywa.gov</a> by 5pm
<b>January 27, 2023</b>	Voluntary Bidders Conference answers posted to HHS website ( <a href="http://www.clallamcountywa.gov/HHS">http://www.clallamcountywa.gov/HHS</a> )
<b>March 6, 2023</b>	<b>Proposals due to Board of Commissioners by 3:00 p.m.</b>
<b>March 7, 2023</b>	Proposals opened and accepted at BOCC meeting
<b>March 20 – 24, 2023</b>	<b>MANDATORY virtual interviews with RFP Review Committee. Rating sheets completed/finalized. Preliminary recommendations made</b>
<b>April 4, 2023</b>	Homelessness Task Force Meeting Recommended Proposals on Agenda for Approval
<b>April 17, 2023</b>	Work Session with BOCC for funding recommendations
<b>April 17 – May 31</b>	Contracts to County Prosecutor for approval if required
<b>June 5, 2023</b>	Contracts to Providers and returned to HHS with signatures
<b>June 20, 2023</b>	BOCC regular meeting for contract final approval
<b>July 1, 2023</b>	Contract period begins

*Note – All dates are subject to change – Updated December 2022*

## **I. APPLICANT ELIGIBILITY**

This RFP is seeking interested providers, both public and private, with applicable experience and infrastructure to provide Homelessness Services within Clallam County.

### **Definition of “Homeless” for Affordable Housing and Homeless Housing and Assistance**

#### **Funds:**

[The legislation](#) defines a homeless person as: “...an individual living outside or in a building not meant for human habitation or which they have no legal right to occupy, in an emergency shelter, or in a temporary housing program which may include a transitional and supportive housing program if habitation time limits exist. This definition includes people who have a substance disorder, a mental health disorder, and sex offenders who are homeless.”

#### **Who is Eligible for Services under these Funds?**

Persons meeting the definition of homeless under the legislation (see above) and persons at-risk of homelessness such as:

- Persons being evicted within a week from a private dwelling unit or leaving an institution, such as a mental health or substance use treatment facility or a jail/prison with no subsequent residence identified and lacking the resources needed to obtain housing
- Persons fleeing domestic or family violence with no subsequent safe residence identified and lacking the resources needed to obtain such housing
- Persons living on the streets or in emergency shelter but are spending a short time (up to 30 consecutive days) in a hospital or other institution
- Persons who would otherwise be living on the streets or in an emergency shelter

## **II. AVAILABLE FUNDING**

Funding will be available for the funding cycle of July 1, 2023 through June 30, 2025 as follows:

Affordable Housing (2060):

July 1, 2023 – June 30, 2024	\$120,000
July 1, 2024 – June 30, 2025	\$120,000

Homeless Housing and Assistance Funds (2163):

July 1, 2023 – June 30, 2024	\$600,000
July 1, 2024 – June 30, 2025	\$600,000

Funding must be requested and used within each funding period. There is no carry over of unused funds into the next funding period or cycle. Each proposal requires a budget completed for EACH funding period. For example, if a proposal is for the entire 2 years, 2 budgets must be submitted (one for each period as outlined above).

## **III. PERIOD OF PERFORMANCE**

Funding under this grant program is allocated for a 24-month fund cycle. The period of performance for services solicited under this RFP begins July 1, 2023 and ends June 30, 2025. Carryover of unspent funds into the next program year is not permissible. Similarly, unspent funds in one funding cycle will not carryover to future fund cycles. In addition, initial funding is

not an assurance or guarantee of ongoing operational funding after the contract period. Proposers are cautioned not to assume a commitment to future funding based on the receipt of funds in prior years.

#### **IV. PURPOSE AND PERMISSIBLE USE OF FUNDING**

In 2005, House Bill 2163: Homelessness Housing and Assistance Act and in 2002, House bill 2060: Affordable Housing were signed into Washington State law. These laws impose surcharges on recording fees for recording of real property documents and dedicate these funds to housing programs for extremely low-income and very low-income persons. In 2005 the Clallam County Board of Commissioners approved an ordinance authorizing these fees to be taken by the county auditor and created the Clallam County Homelessness Task Force.

#### **AFFORDABLE HOUSING FUNDS (2060)**

In 2002, the State Legislature enacted SHB 2060 [[RCW 36.22.178](#)], an Act relating to funds for operating and maintenance of low-income housing projects and for innovative housing demonstration projects. The Clallam County Commissioners have named this fund the Clallam County Affordable Housing Fund. The County Commissioners will make all final funding decisions.

#### **Permissible Uses of Funding**

Funding must be distributed for programs and services as written in the local homeless housing plan [Homelessness Task Force 5 Year Plan.pdf](#) or as outlined in SHB 2060 ([RCW 36.22.178](#)) which are:

Eligible activities:

- a. Acquisition, construction, or rehabilitation of housing projects or units within housing projects that are affordable to very low-income persons with incomes at or below fifty percent of the area median income
- b. Supporting building operating and maintenance costs of housing projects or units within housing projects eligible to receive Washington State Housing Trust Funds, that are affordable to very low-income persons 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 projects or units within housing projects that are affordable to very low-income persons with incomes at or below fifty percent of the median income, 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
- d. Operating costs for emergency shelters and licensed overnight youth shelters

Funds generated by SHB 2060 ([RCW 36.22.178](#)) may not be used for salaries and benefits. Additionally, these funds cannot be used for construction of new housing if at any time the vacancy rate for available low-income housing within the county rises above 10%.

## **HOMELESS HOUSING AND ASSISTANCE FUNDS (2163)**

In 2005, the State Legislature enacted ESSHB 2163, an Act relating to funds for addressing local homelessness by providing housing, supportive services and homeless prevention. In subsequent years, including 2018, other bills added additional funding. See [RCW 36.22.179](#) and [RCW 36.22.1791](#). The Clallam County Commissioners have named this fund the Homeless Task Force Fund. The County Commissioners will make all final funding decisions.

### **Permissible Uses of Funding**

Local governments are given wide latitude covering the use of funds for any activity that can be tied to reducing and/or preventing homelessness, if it is explicitly included in the most recent local homeless plan [Homelessness Task Force 5 Year Plan.pdf](#) and as outlined in ESSHB 2163 and ESSHB 1570 ([RCW 36.22.179](#) and [RCW 36.22.1791](#)):

Eligible activities:

- 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
- i. Other activities to reduce and prevent homelessness as identified for funding in the local plan

## **V. ANTICIPATED SCOPE OF WORK**

Proposal must show clear connection to the [Homelessness Task Force 5 Year Plan.pdf](#) and/or the 2021 Clallam County Homeless System Gaps and Needs Analysis [Clallam County Homeless System Needs and Gaps Report 2021.pdf](#). The permissible uses of funding are listed above. However, as funding requests are usually significantly above the available funding, the Homelessness Task Force has set the following PRIORITIES in funding for July 1, 2023 through June 30, 2025:

### **SHELTERS**

Literally, roofs over the heads of individuals. Specifically, **low barrier housing** where a minimum number of expectations are placed on people who wish to live there. The aim is to have as few barriers as possible to allow more people access to services. Low-barrier facilities that follow a harm reduction philosophy and include people with more complex needs and



multiple challenges when it comes to housing, such as mental health and substance use disorders, other conditions or disabilities, justice-system histories, etc. May also include but not limited to; shelters addressing the needs of families, women, veterans, and domestic violence.

### **HOUSING**

Support agencies that are developing affordable housing (design/development/studies) or permanent supportive housing. Specifically, where indefinite leasing, rental assistance, or eviction prevention (diversion) is paired with supportive services to assist homeless persons or families with an adult or child member with a disability, low income or over 60 years of age achieve housing stability. This may include but is not limited to group home, home shares, and multi-generational housing.

### **SUPPORT SERVICES**

Services in addition to housing which support or assist individuals and families to obtain and maintain housing. These services vary and can include but are not limited to: Life skills training (like income management, job training, and medication management), medical/ dental care, mental health treatment programs, substance use treatment programs, and **case management**.

### **SAFE PARKING/CAMPING**

Safe parking/camping is intended to provide residents with a fixed location for living in recreational vehicles, automobiles and/or tents, and provides a safe and secure alternative to parking/camping on the street. Services provided will reduce harm to individuals living in vehicles/tents by providing more accurate data collection, case management, and community engagement. A 24/7 comprehensive program operations including but not limited to; intake, de-escalation strategies, trauma informed principles, harm reduction, Narcan and CPR training and the ability to maintain the safety and security of residents and their belongings.

### **Program Evaluation**

Funded organizations must participate in a program evaluation for Homeless Program Funds in the form of a quarterly data report which will be required within 30 days of the end of each quarter. The quarterly report will be recorded on a form created in collaboration with Clallam County Health and Human Services and/or a contracted epidemiologist. The emphasis should be on capturing data at regular intervals that can be used to determine whether Homeless Funded programs met expectations of the proposed project. Evaluation efforts must include standardized data collection and reporting processes that show outcomes of services provided.

See below for following types of information:

- Quantity of services (outputs) **\*required\***
- Level of change occurring among participants (outcomes) **\*required\***
- Return-on-investment or cost-benefit (system savings) **\*required\***
- Various demographics **“highly recommended”**
- Adherence to the model (fidelity) **\*required if applicable\***
- Common measures (to be identified by Clallam County HHS and the Homelessness Task Force). Common measures will be identified in the provider contract.

## **VI. MINIMUM TECHNICAL REQUIREMENTS**

All responses to this Request for Proposals (RFP) must be complete and meet the following minimum technical requirements to be further reviewed. All proposals shall be on plain white bond paper (8.5 x 11 inches) using 12 font with 1 inch margins. Pages should be numbered, including all attachments. Pages may be double sided. Binder clips may be used to keep pages together. Also, an electronic PDF version of the proposal must be sent to [christine.dunn@clallamcountywa.gov](mailto:christine.dunn@clallamcountywa.gov). **The original (1) proposal and eight (8) additional copies, including all supporting material**, must be three hole punched, sealed in an envelope or box, and submitted to:

### **MAILING ADDRESS:**

Clallam County Board of Commissioners  
Attn: Homelessness Program Funding Proposal 2023  
223 East 4<sup>th</sup> Street; Suite #4  
Port Angeles, WA 98362

### **PHYSICAL ADDRESS:**

Clallam County Board of Commissioners  
Clallam County Courthouse  
Attn: Homelessness Program Funding Proposal 2023  
223 East 4<sup>th</sup> Street; Room 150  
Port Angeles, WA 98362

Please clearly mark the mailing address on the box or envelope. Proposals must be **received BY 3:00 p.m. Monday, March 6, 2023** at the physical address. Proposals not received by the deadline will not be considered for review. If a proposal is mailed to a location or office that is not designated for receipt of the proposal and, as a result, the designated office does not receive the proposal by the deadline, the proposal will be considered late and ineligible for review.

## **VII. GRANT PROPOSALS**

All grant proposals will be screened and rated based on the following Narrative information.

### **Instructions for Completing the Grant Proposal Project Narrative:**

Using Attachment B: Narrative Template for Grant Proposals, please provide the following information. The Narrative is limited up to 5 pages (excluding attachments).

### **NARRATIVE INFORMATION**

#### **1. Organizational Capacity**

**30 Points**

##### **A. Organizational Governance**

Provide a brief description of your internal governance and leadership structure.

**B. Financial**

Provide a description of your basic managerial and fiscal structure including program management, accounting, and internal controls. Summarize the results of your agency's (or your unit of financial independence) most recent audit and/or administrative inspection. Include description of any disallowed costs, questioned costs and administrative findings. Explain your plan or response to any findings.

Applicants must submit one **copy of their most recent audit report**, including any “Management Letter” and/or all other correspondence referred to in the audit report, along with the applicant’s response to the audit and corrective action plan, if any. If applicant has not been audited within the last two (2) years, a certified “Current Financial Statement” must be submitted in lieu of an audit report.

**C. History of Project Management**

Provide evidence and examples of similar projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publicly funded projects in a timely manner, within budget, and consistent with funding requirements.

**D. Staffing Capacity**

Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications. Discuss how key staff have demonstrated experience working with and understanding the service needs of people experiencing homelessness.

**E. Partner Agencies**

If this is a collaborative project, identify the other partners involved, their role, and your role. If you are partnering with another agency/agencies, *attach their letter of commitment*.

**2. Project Description**

**25 Points**

**A. Project Design**

Describe your project. Include what services you will provide, when you will provide them and where services will be delivered. Provide a timeline for implementation. Discuss how the goals of this project will reduce or eliminate homelessness in Clallam County.

**B. Evaluation**

Describe your plan for program evaluation, including data collection, management and analysis. Use the Evaluation Worksheet (**Attachment C**) to describe: 1) Goals; 2) Activities and 3) Objectives. Objectives must be measurable and include both outputs and outcomes. One output should be the number of individuals served. Outcomes are benefits or changes for program participants. Describe how project

outcomes will be measured. Describe how client satisfaction will be measured.

**C. Previous Outcomes**

If you received funding in 2021-2023 from either 2060 or 2163 funds for this same project, briefly describe the outcomes obtained by the use of those funds.

**D. Affordable Housing Funds (2060)**

Verify that units provided by your project will be affordable for households with incomes at or below thirty percent of the area median income.

**3. Community Needs and Benefit**

**35 Points**

**A. Needs Assessment and Target Population**

What is the target population you intend to serve, and what is that populations' unmet need or gap in services you propose to address? How many people in Clallam County are in need of the service you propose, and what method did you use to estimate that number? How many individuals within this target population will you serve during the grant period?

**B. Outreach**

Describe your outreach plan for your target population and how it ensures that eligible persons learn about and have access to your program.

**C. Link between Community Need and Gaps in Service**

Describe the Homeless Task Force priority your project addresses. Describe which goal(s) of the Clallam County Homeless Crisis Response 5 Year Plan, legislative activities and/or 2021 Clallam County Gaps and Needs Analysis your project addresses.

**4. Impact of Funds**

**10 Points**

**A. Budget Narrative**

Provide a narrative that is descriptive or helpful to explain proposed expenditures in (**Attachment D**). If your project includes salaries and benefits, please list position(s) and FTE to be paid by these funds.

**B. Additional Resources and Sustainability**

Are you using any matching funds? If yes, what is the source? Discuss if appropriate how this project will be sustained after these funds are exhausted. Describe the impact of receiving only a portion of the requested funds. If you did not receive full funding, what percentage of requested funds would be required in order to fulfill your project, and what would be the source of remaining funds.

## **Grant Proposal Checklist**

**ONE (1) ORIGINAL PROPOSAL AND EIGHT (8) COMPLETE COPIES ARE REQUIRED (all three ring hole punched).**

Grant Proposals must include the following required components in the following order:

- Attachment A – Grant Summary Page**  
Directions – Complete Attachment A. Limited up to one page.
- Attachment B – Narrative Template for Grant Proposals**  
Directions – Using Attachment B: Narrative Template for Grant Proposal, provide responses to all Narrative questions including Organizational Capacity, Community Needs and Benefit, Project Description and Project Financial Feasibility. Limited up to 5 pages. Attach copy of your most recent financial audit. Include any responses to any findings, etc.
- Attachment C – Evaluation Worksheet**  
Directions – Using Attachment C, submit detailed information in response to Narrative sections: Community Needs and Benefit and Project Description.
- Attachment D – Project Budget Form**  
Directions – Project budget must include all expenses, in detail, for the proposed budget. All funds being requested need to be identified and any match or in-kind going towards the project. Staffing should include salaries and benefits separately and include titles of all staff (if applicable). Budget items should be numerically prioritized with 1 being the most essential. A maximum 10% Administration fee is allowed for projects if needed, however, Administration is not allowed on Capital Projects (Affordable Housing 2060).

Funding period begins July 1, 2023 and ends June 30, 2025. There are two (2) distinct funding cycles (July 1, 2023 - June 30, 2024 and July 1, 2024 – June 30, 2025). Budget form (Attachment D) must be completed for each period.

**No other attachments are to be submitted and will not be reviewed.**

## **VIII. REVIEW AND SELECTION CRITERIA**

The Clallam County Homelessness Task Force will convene a review committee and evaluate eligible proposals and make recommendations to the Clallam County Board of Commissioners. Only individuals who do not have a conflict of interest will participate on the review committee.

Grant Proposals will be evaluated as per section VII. GRANT PROPOSAL of this RFP packet. The review committee will convene to develop written questions they have regarding each proposal. Proposers will be notified of the date and time to appear before the committee for a question and answer session. Proposers will give a 5-10 minute summary of their proposed project and then have time to address the questions from the committee. The sessions are used to

further the evaluation process and clarify questions raised by the written proposals. Be prepared to respond to questions about the proposal related to project design, community collaboration and the budget. Please bring the persons within the organization that can provide a response to such questions.

All applicants will be notified in writing of the acceptance or rejection of their proposals. If a proposal is not selected for funding, the organization may resubmit a proposal at the next grant cycle for 2025.

**1. Important factors include:**

- a. The degree the proposal addresses gaps in services.
- b. Effectiveness of proposed services demonstrated by strategies to obtain realistic projected measurable outcomes.
- c. Proposal cost versus services provided.
- d. Efficacy of program design and the degree to which the agency demonstrates an understanding of the program/project requested by the RFP.
- e. Compliance of proposal with the requirements contained within the RFP.
- f. Evidence of successful collaboration with other organizations in the community that provide similar or complementary services that will assist in making the project a success.
- g. Applicants that have received prior Affordable Housing and/or Homeless Housing and Assistance Funds must be current on all reporting forms in order to be eligible to receive 2023-2025 funds.
- h. Funding in previous years is no assurance of success in this funding cycle.
- i. Data involving services delivered to individuals must be submitted to the Homeless Management Information System (HMIS). If the bidder is not using the HMIS, a mechanism must be devised to ensure that data is collected for input into the system.
- j. The program must provide services only within Clallam County boundaries.

In evaluating each proposal, the County reserves the right to consider past County contract performance if the provider has had a contract for services in the past.

**2. Unacceptable Proposals**

Some examples of what would constitute an unacceptable proposal are those which meet at least one of the following criteria:

- a. Does not address the essential requirements as part of the *Project Narrative Questions* in the RFP
- b. Does not address the essential requirements of the particular project
- c. Demonstrates that the applicant does not understand the requirements of the RFP or the project
- d. Deficient in approach
- e. Contains inappropriate or unreasonable costs
- f. Does not meet the deadline for submittal
- g. Does not meet the prescribed number of copies for submittal

## **IX. PROPOSAL TERMS AND CONDITIONS AND INSURANCE REQUIRMENTS**

### **A. Authorship**

All proposals submitted become the property of Clallam County, and it is understood and agreed that the bidder claims no proprietary rights to the ideas contained therein.

### **B. Subcontracting**

Proposers must include any plans for subcontracting of services or activities of the programs. It is understood that the contractor(s) is held responsible for the satisfactory accomplishment of the service or activities included in such subcontract. Clallam County reserves the right to approve all subcontractors.

### **C. Rejection of Proposal**

No applications (Proposals) submitted under this Request for Proposals (RFP) will be returned for correction or clarification. If the application is incomplete, it will be rejected. Verbal, alternative, and late proposals will not be considered for selection. Clallam County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part, or in its entirety, this RFP if it is in the best interest of Clallam County to do so.

### **D. Appeal Process**

Any agency may appeal the selection of proposals by filing a complaint, in writing, to the Clallam County Homelessness Task Force (HTF). The HTF members will meet to review all complaints and render a decision of how to proceed. If a decision is rendered that is not agreeable to the agency, they may file a complaint with the Clallam County Board of Commissioners.

### **E. Cancellation of Award**

Clallam County reserves the right to cancel an award immediately if new State Laws or policy determinations make it necessary to substantially change the project purpose or content, or prohibit such a project, or if the funds became unavailable.

### **F. Price Warranty**

The proposer warrants that the rates quoted for services in response to this RFP are not unreasonably greater than the rates for the same services performed by the same individuals under any other existing contracts or grants.

### **G. Waivers**

The right is reserved by Clallam County to waive specific terms and conditions contained in this Request for Proposals (RFP). It shall be understood that any proposal is predicated upon the acceptance of all terms and conditions in the RFP unless the proposer has obtained such a waiver.

### **H. Nondiscrimination in Programs and Employment**

It is the policy of Clallam County to encourage and support equal opportunity in employment.

No person shall, on the grounds of race, color, religion, sex, handicap, sexual orientation, national origin, age, citizenship, political affiliation or belief, be denied employment or benefits, or be discriminated against as a participant, administrator, or staff person under any program or activity receiving funds under Clallam County.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in the admission, access, treatment, or employment in any program or activity.

The proposer agrees to comply with all provisions of the Americans with Disabilities Act and regulations interpreting or enforcing such Act.

The proposer agrees to provide equal opportunity in the administration of the contract, and its subcontracts, purchase orders or other agreements, and in the delivery of services to applicants/participants.

The proposer agrees to make every feasible effort to remove artificial barriers to employment, including, but not limited to, the elimination of sex stereotyping in employment and architectural barriers for the handicapped. Every effort shall be made to employ members of the eligible population in the staffing and administration of the project.

**I. Addenda to the Request for Proposals**

In the event it becomes necessary to revise any part of this RFP, addenda will be updated online at <http://www.clallamcountywa.gov/HHS> or available by email; Christine Dunn at [christine.dunn@clallamcountywa.gov](mailto:christine.dunn@clallamcountywa.gov).

**J. Limitation**

This Request for Proposals does not commit Clallam County to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

**K. Signature**

The proposal shall be signed by an official authorized to bind the bidder and shall provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the bidder, and who may be contacted during the period of proposal evaluation.

**L. Contract Award**



Clallam County may award a contract based on proposals received; therefore, each proposal should be submitted in the most favorable terms from a budgetary, technical, and programmatic standpoint. Clallam County reserves the right to request additional data, discussion or presentation in support of written proposals.

#### **M. Insurance Requirements**

The Contractor shall purchase and maintain such insurance as will provide protection from claims set forth below which may arise out of or result from Contractor's operations under this Agreement whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- a. Claims under Workers' Compensation, disability benefit and similar employee benefit acts which are applicable to the work to be performed.
- b. Claims for damages because of bodily injury, occupational sickness or disease, or death of employees under any applicable employer's liability law.
- c. Claims for damages because of bodily injury or death of any person other than employees.
- d. Claims for damages insured by usual personal injury liability coverage.
- e. Claims for damages because of injury to or destruction of tangible property, including loss of use therefrom.
- f. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

#### **1. COVERAGE FORMS**

- a. With respect to Workers' Compensation insurance in the state of Washington, the Contractor shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington. If the Contractor is qualified as a self-insurer in accordance with Chapter 51.14 of the Revised Code of Washington, the Contractor shall so certify by a letter signed by a corporate officer. Such letter shall set forth the limits of any excess insurance covering its employees.

With respect to the performance of this Agreement as to claims against the County, its officers, elected and appointed officials, employees, agents, and volunteers, the Contractor expressly waives its immunity under RCW, Title 51, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to defend, indemnify and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor.

The County, its officers, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds. As with other provisions of this Agreement, this provision was mutually negotiated between the parties to this Agreement.

- b. General Liability insurance shall be written on an insurance industry standard Commercial General Liability Occurrence policy form, and shall provide insurance for bodily injury and property damage liability to include the following: premises and operations; blanket contractual liability insuring obligations assumed under this section; explosion, collapse and underground hazard perils; broad form property damage; and personal injury liability. In addition, the following coverage extensions shall also be included: Amendment of Contractual Liability for Personal Injury Liability, Per Project Aggregate limits, and Stop Gap Employers Liability.

The County, its officers, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds with respect to work performed by or for Contractor on behalf of the County.

Contractor's General Liability insurance shall be primary with respect to the County, and any third party liability coverage maintained by the County shall be excess and non-contributory with respect to Contractor's insurance.

- c. If automobiles are used in the rendering of services, auto liability insurance shall be written on an insurance industry standard Business Auto Liability policy form or equivalent. Covered autos shall be designated as "Symbol 1" - Any Auto.

The County, its officers, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds on the policy.

- d. Errors and Omissions liability insurance, providing coverage for claims for professional acts, errors or omissions arising out of services performed by Contractor, shall be written on a Professional Liability policy form appropriate to the Contractor's profession. Contractor shall maintain professional liability coverage for a period of at least thirty-six months following completion of Contractor's work.

If such policy is written on a claims made form, the retroactive date shall be prior to or coincidental with the date of this Agreement. The policy shall state that coverage is provided on a claims made coverage basis, and shall also state the retroactive date.

- 2. Contractor's liability insurance, as required by subparagraphs above shall be written for not less than the following limits of liability:

- a. Workers' Compensation

Statutory Bodily Injury including Death by Accident or Disease

- b. Stop Gap Employers' Liability
    - \$1,000,000 Bodily Injury including Death by Accident - Each Accident
    - \$1,000,000 Bodily Injury including Death by Disease - Policy Limit
    - \$1,000,000 Bodily Injury including Death by Disease – Each Employee
  
  - c. General Liability - Bodily Injury, Personal Injury & Property Damage
    - \$2,000,000 General Aggregate
    - \$2,000,000 Products and Completed Operations Aggregate
    - \$1,000,000 Personal Injury
    - \$1,000,000 Each Occurrence
  
  - d. Automobile Liability
    - \$1,000,000 Bodily Injury including Death and Property Damage - Per Accident
  
  - e. Professional Liability
    - \$ 2,000,000 Per Occurrence
    - \$ 2,000,000 Annual Aggregate
    - or
    - \$ 1,000,000 Per Occurrence
    - \$ 3,000,000 Annual Aggregate
3. Certificates of Insurance evidencing the above coverages that identify the County as an additional insured must be filed with the County prior to commencement of the work. Such certificates shall state that the County, its officers, elected and appointed officials, employees, agents and volunteers have been named as additional insureds on all the liability policy forms, and that the general liability policy provides primary coverage as respects the County and any third party liability coverage maintained by the County shall be excess and non-contributory with respect to Contractor's insurance. In addition, such certificates shall provide the County with 30 days prior written notice in case of cancellation or non-renewal, except 10 days for non-payment of premium.

Acceptance by the County of deficient evidence of insurance does not constitute a waiver of contract requirements as provided by the conditions of this contract Agreement.

The County may, upon the Contractor's failure to comply with all provisions of this contract relating to insurance, withhold payment or compensation that would otherwise be due to the Contractor.

If the proof of insurance or certificate indicating the County is an "additional insured" to a policy obtained by the Contractor refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of

the Contractor to obtain the full text of that endorsement and forward that full text to the County with 30 days of the execution of the contract.

**X. ATTACHMENTS**

(Attachments available in Word Document format)

ATTACHMENT A – Grant Summary Page

ATTACHMENT B – Narrative Template for Grant Proposals

ATTACHMENT C – Evaluation Worksheet

ATTACHMENT D – Project Budget Form

2023 – 2025 GRANT SUMMARY PAGE  
HOMELESSNESS PROGRAM FUNDING RFP  
CLALLAM COUNTY

Organization Name: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

Application for:  Homeless Housing and Assistance funding (2163)  
**OR**  
 Affordable Housing (2060)

Please Check One  
Funding Priority:  Housing  
 Shelter  
 Support Services  
 Safe Parking/Camping

**Proposal Summary:**

Requested Funds Amount: \$ \_\_\_\_\_

Matching/In-kind Funds Amount: \$ \_\_\_\_\_

Street Address:

City: State: Zip:

Primary Contact: Phone: E-Mail:

This agency is: (please select one of the following)

- Non-profit organization defined by Section 501(c)(3) of the Internal Revenue Code
- For-profit entity
- Public housing authority
- Government entity

Federal Tax ID Number: \_\_\_\_\_

Signature Print Name Title Date

**2023 – 2025 NARRATIVE TEMPLATE FOR GRANT PROPOSALS  
HOMELESSNESS PROGRAM FUNDING PROPOSAL  
CLALLAM COUNTY**

**Limited to five (5) pages (not including attachments A, C, and D)**

Name of Project:

Amount requested:

July 1, 2023 – June 30, 2024	\$
July 1, 2024 – June 30, 2025	\$
<b>TOTAL</b>	<b>\$</b>

Provide a brief description of the project:

July 1, 2023 – June 30, 2024  
July 1, 2024 – June 30, 2025

**1. Organizational Capacity**

- A. Provide a brief description on your internal governance and leadership structure.
  
- B. Provide a description of your basic managerial and fiscal structure including program management, accounting and internal controls. Summarize the results of your Agency's (or your unit of financial independence) most recent audit and/or administrative inspection. Include description of any disallowed costs, questioned costs and administrative findings. Explain your plan or response to any findings.

Applicants must submit one **copy of their most recent audit report**, including any “Management Letter” and/or all other correspondence referred to in the audit report, along with the applicant’s response to the audit and corrective action plan, if any. If applicant has not been audited within the last two (2) years, a certified “Current Financial Statement” must be submitted in lieu of an audit report.

- C. Provide evidence and examples of similar projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publicly funded projects in a timely manner, within budget, and consistent with funding requirements.
  
- D. Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications. Discuss how key staff have demonstrated experience working with and understanding the service needs of people experiencing homelessness.

- E. If this is a collaborative project, identify the other partners involved, their role, and your role. If you are partnering with another agency/agencies, *attach their letter of commitment.*

## 2. **Project Description**

- A. Describe your project. Include what services you will provide, when you will provide them and where services will be delivered. Provide a timeline for implementation. Discuss how the goals of this project will reduce or eliminate homelessness in Clallam County.
- B. Describe your plan for program evaluation, including data collection, management and analysis. Use the Evaluation Worksheet (**Attachment C**) to describe; 1) Goals; 2) Activities; 3) Objectives. One output should be the number of individuals served. Outcomes are benefits or changes for program participants. Describe how project outcomes will be measured. Describe how client satisfaction will be measured:
- C. If you received funding in 2021-2023 from either 2060 or 2163 funds for this same project, briefly describe the outcomes obtained by the use of those funds
- D. For Affordable Housing funds (2060), verify that units provided by your project will be affordable for households with incomes at or below thirty percent of the area median income:

## 3. **Community Needs and Benefit**

- A. What is the target population you intend to serve, and what is that populations' unmet need or gap in services you propose to address? How many people in Clallam County need the service you propose, and what method did you use to estimate that number? How many individuals within this target population will you serve during the grant period?
- B. Describe your outreach plan for your target population and how it ensures that eligible persons learn about and have access to your program.

- C. Describe the Homeless Task Force priority your project addresses. Describe which goal(s) of the Clallam County Homeless Crisis Response 5 Year Plan, legislative activities and/or 2021 Clallam County Gaps and Needs Analysis your project addresses.

**4. Impact of Funds**

- A. Provide a **Budget Narrative** that is descriptive or helpful to explain proposed expenditures in (**Attachment D**). If your project includes salaries and benefits, please list position(s) and FTE to be paid by these funds.
- B. Are you using any matching funds? If yes, what is the source? Discuss if appropriate how this project will be sustained after these funds are exhausted. Describe the impact of receiving only a portion of the requested funds. If you did not receive full funding, what percentage of requested funds would be required in order to fulfill your project, and what would be the source of remaining funds:



**2023 – 2025 EVALUATION WORKSHEET  
HOMELESSNESS PROGRAM FUNDING PROPOSAL  
CLALLAM COUNTY**

**INSTRUCTIONS:**

Evaluation is the collection of information about a program in a systematic and defined manner to demonstrate success, identify areas for improvement and lessons learned. Every program has at least one end goal and might have several – one or more activities are required to make progress toward meeting the goal. Progress is measured with one or more objectives that might cover an output (number of something) or outcome (change over time) due to the program.

**DEFINITIONS:**

<b>Goal:</b>	A broad statement or a desired, longer-term, outcome of a program. A program can have one or multiple goals. Each goal has a one or more related specific objectives that, if met, will collectively achieve the stated goal.
<b>Activity:</b>	Actions taken or work performed to produce specific outputs and outcomes.
<b>Objective:</b>	A statement of a desired program result that meets the criteria of being SMART (specific, measurable, achievable, realistic, and time-bound).
<b>Output:</b>	Results of program activities; the direct products or deliverables of program activities; such as number of: sessions completed, people served, materials distributed.
<b>Outcome:</b>	Effect of a program (change) - can be in: participant satisfaction; knowledge, attitude, skill; practice or behavior; overall problem; or a measure of return-on-investment or cost-benefit. Identify any measures that are “fidelity” measures for an evidence-based practice.
<b>Reporting:</b>	How and from where will data be collected? How will you measure your desired/stated output/outcome to show success and/or progress?

**PROJECT NAME:** Click here to enter text.

A. GOAL	B. ACTIVITY	C. SMART OBJECTIVE	D. TYPE OF MEASURE Output/Outcome	E. SOURCE/REPORTING How will you measure your stated output/outcome to indicated success and/or progress? (Every 6 months)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Homeless Housing and Assistance Funds (2163)  
July 1, 2023 – June 30, 2024**

PROJECT BUDGET FORM  
Attachment D

Agency Name:

\_\_\_\_\_

Project Name:

\_\_\_\_\_

Enter the Associated Cost of your Project

<b>Personnel/Benefits</b>	<b>Proposed Cost</b>	<b>FTE</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Title of Staff					
Title of Staff					
Title of Staff					
Title of Staff					
Title of Staff					
Indirect (max. 10%)					
Total Benefits					
<b>SUBTOTAL</b>	\$ -	0.00	\$ -	\$ -	
<b>Supplies and Equipment</b>	<b>Proposed Cost</b>		<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe					
Describe					
Describe					
Describe					
<b>SUBTOTAL</b>	\$ -		\$ -	\$ -	

<b>Program/Other</b>	<b>Proposed Cost</b>		<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe					
Describe					
Describe					
Describe					
Describe					
<b>SUBTOTAL</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>Operations &amp; Maintenance</b>	<b>Proposed Cost</b>		<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe					
Describe					
Describe					
Describe					
Describe					
<b>SUBTOTAL</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>OTHER EXPENSES</b>	<b>Proposed Cost</b>		<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe					
Describe					
Describe					
Describe					
Describe					
<b>SUBTOTAL</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL</b>	<b>\$ -</b>	<b>0.00</b>	<b>\$ -</b>	<b>\$ -</b>	

**Homeless Housing and Assistance Funds (2163)  
July 1, 2024 – June 30, 2025**

PROJECT BUDGET FORM  
Attachment D

Agency Name:

\_\_\_\_\_

Project Name:

\_\_\_\_\_

Enter the Associated Cost of your Project

<b>Personnel/Benefits</b>	<b>Proposed Cost</b>	<b>FTE</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Title of Staff					
Title of Staff					
Title of Staff					
Title of Staff					
Title of Staff					
Indirect (max. 10%)					
Total Benefits					
<b>SUBTOTAL</b>	\$ -	0.00	\$ -	\$ -	
<b>Supplies and Equipment</b>	<b>Proposed Cost</b>		<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe					
Describe					
Describe					
Describe					
<b>SUBTOTAL</b>	\$ -		\$ -	\$ -	

<b>Program/Other</b>	<b>Proposed Cost</b>		<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe					
Describe					
Describe					
Describe					
Describe					
<b>SUBTOTAL</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>Operations &amp; Maintenance</b>	<b>Proposed Cost</b>		<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe					
Describe					
Describe					
Describe					
Describe					
<b>SUBTOTAL</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>OTHER EXPENSES</b>	<b>Proposed Cost</b>		<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe					
Describe					
Describe					
Describe					
Describe					
<b>SUBTOTAL</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL</b>	<b>\$ -</b>	<b>0.00</b>	<b>\$ -</b>	<b>\$ -</b>	

**Affordable Housing (2060) (Capital Projects)  
July 1, 2023 – June 30, 2024**

PROJECT BUDGET FORM  
Attachment D

Agency Name:

\_\_\_\_\_

Project Name:

\_\_\_\_\_

Enter the Associated Cost of your Project

<b>Acquisition</b>	<b>Proposed Cost</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe				
Describe				
Describe				
Describe				
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	
<b>Construction</b>	<b>Proposed Cost</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe				
Describe				
Describe				
Describe				
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	
<b>Renovation</b>	<b>Proposed Cost</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe				

Describe				
Describe				
Describe				
Describe				
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	
<b>Design/Architecture</b>	<b>Proposed Cost</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe				
Describe				
Describe				
Describe				
Describe				
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	
<b>Development Costs</b>	<b>Proposed Cost</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe				
Describe				
Describe				
Describe				
Describe				
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	
<b>TOTAL</b>	\$ -	\$ -	\$ -	



**Affordable Housing (2060) (Capital Projects)  
July 1, 2024 – June 30, 2025**

PROJECT BUDGET FORM  
Attachment D

Agency Name:

\_\_\_\_\_

Project Name:

\_\_\_\_\_

Enter the Associated Cost of your Project

<b>Acquisition</b>	<b>Proposed Cost</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe				
Describe				
Describe				
Describe				
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	
<b>Construction</b>	<b>Proposed Cost</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe				
Describe				
Describe				
Describe				
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	
<b>Renovation</b>	<b>Proposed Cost</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe				

Describe				
Describe				
Describe				
Describe				
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	
<b>Design/Architecture</b>	<b>Proposed Cost</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe				
Describe				
Describe				
Describe				
Describe				
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	
<b>Development Costs</b>	<b>Proposed Cost</b>	<b>Requested Funds</b>	<b>Matching Funds</b>	<b>Comments</b>
Describe				
Describe				
Describe				
Describe				
Describe				
<b>SUBTOTAL</b>	\$ -	\$ -	\$ -	
<b>TOTAL</b>	\$ -	\$ -	\$ -	