

# Homeless Housing & Services Application Workshop

Office of Community and Homeless Services

December 17, 2020  
10:00 am to 11:00 am



Snohomish County

# 2021 Request for Proposals (RFP)

## East County Coordinated Entry Navigation Services

This RFP specifically targets service provision in east Snohomish County:

- Monroe
- Sultan
- Gold Bar
- Index
- Snohomish



Snohomish County

# Contacts

## **RFP Technical Assistance:**

**Susan Chriest** | she/her/hers | *Program Specialist, Office of Community & Homeless Services*

Snohomish County Human Services | Housing and Community Services

3000 Rockefeller Ave, M/S 305, Everett, WA 98201

O:425-388-7257 | C:425-327-9726 | F:425-388-7302 | [susan.chriest@snoco.org](mailto:susan.chriest@snoco.org)

## **General Questions: (Snohomish County is the lead entity for Coordinated Entry)**

**Holly Shelton** | she/her/hers | *Supervisor of Direct Services, OCHS*

[Snohomish County Human Services Department](#) | Housing and Community Services

O: 425-388-3176 | C: 425-309-0721 | F: 425-388-7302

3000 Rockefeller Ave, M/S 305 | Everett, WA 98201 | [www.snoco.org](http://www.snoco.org)



**Snohomish County**

# Timeline

- December 29, 2020 – Technical assistance deadline
- December 31, 2020 – Application due date
- Early January 2021 – Application review process
- Mid-January - Notification of award
- February 1, 2021 – Contracts begin



# General Guidelines and Information

- Local Ending Homelessness Program (EHP) funding
- Funding period is February to June, 2021
- Continuation contingent on availability of funding and performance
- Continuation coordinated through 2021 RFP process for time period covering July 1, 2021 to June 30, 2023
- Competitive application process
- Open to eligible, existing programs and new (not currently operational) programs



# Homeless Prevention & Response Systems Strategic Plan

*To enhance the current response to preventing and ending homelessness.*

- **Rapid response** to people in need with **equitable access** to housing;
- **Evidence-based practices** that are **effective and efficient**; and
- **Integrated, cross-system approach.**



# Application Submission

- Applicants must email a signed electronic copy to the email address listed below. Hard copies are not required. Please submit a PDF version of the entire application, including all Sections and Exhibits. Applications will not be accepted by fax.
- All applications are due by **Thursday, December 31, 2020 by 4 p.m.** (regardless of the manner submitted). **No late or incomplete applications will be considered.**
- **Submit signed electronic copies of applications to the following email address:**  
**OCHS.applications@co.snohomish.wa.us**
- ***If unable to submit electronically,*** signed applications can be mailed to:  
Snohomish County Human Services Department  
Attention: Susan Chriest  
3000 Rockefeller Ave, M/S 305  
Everett, WA 98201

# Threshold Review

## Criteria:

- Application is submitted on time.
- Application package is complete (all Required Materials are included).
- Project is an eligible intervention and shows the capacity to operate the project and expend funds in a timely manner.
- Project is consistent with the goals of the Snohomish County Homeless Prevention & Response System Strategic Plan (July 2017). *All projects must be consistent with the goals of the Snohomish County Homeless Prevention & Response System Strategic Plan (see the County website <https://snohomishcountywa.gov/1053/HSD-Reports-Publications>).*





# Required Materials for Threshold Review

- Complete Application Cover Sheet (Section I) with a signature by an authorized official.
- Complete Project Narrative (Section II). May not exceed 12 pages; additional pages will not be reviewed.
- Complete Agency Capacity and Experience (Section III). May not exceed 5 pages; additional pages will not be reviewed.
- Complete Budget Narrative (Section IV). May not exceed 3 pages; additional pages will not be reviewed.
- Complete Budget Workbook (Exhibit A).



# Additional Technical Submission Materials

- MOU or Letter of Intent to Partner. Please note that MOUs are not required unless there is formal subcontracting. Similarly, letters of support for collaborations are not necessary;
- For Nonprofit organizations: Agency Certification of nonprofit Status: IRS 501(c)(3) letter;
- An electronic copy of your agency's most recent Audited Financial Statements (unless already submitted within the last year). For agencies with multiple project applications, one audit will suffice for all applications; and
- Current organizational chart that includes project staff and management.



# Review and Decision-Making Process

## **Staff Review and Assessment:**

Snohomish County Office of Community and Homeless Services (OCHS) staff will review applications for threshold criteria and completeness. Staff will also review and assess specific sections of the application, such as prior project/agency performance. Snohomish County reserves the right to request additional clarifications from applicants, both in writing and in person.

## **Project Review Committee Review & Recommendations:**

The Project Review Committee (PRC) will review and assess requests and incorporate the staff assessments into the final ranking. The PRC will make recommendations to the Director of the Human Services Department.

## **Final Decision by Human Services Department Director:**

Final approval of funding decisions under this RFP is made by the Department Director.



# I. APPLICATION COVER SHEET

- Contact for the application
- Signature of authorized representative
- Indicated project location or locations, and address



## II. PROJECT NARRATIVE

- May not exceed 12 pages, with a minimum 11-point font.
- Please answer the questions in the body of the narrative.
- Enter your answer to each question in the space below that question.
- Do not delete the questions.



### III. AGENCY CAPACITY AND EXPERIENCE

- May not exceed 5 pages, with a minimum 11-point font.
- Do not delete the questions.



## IV. BUDGET NARRATIVE

- May not exceed 3 pages, with a minimum 11-point font.
- Please answer the questions in the body of the narrative.
- Enter your answer to each question in the space below that question.
- Do not delete the questions.



# EXHIBIT A: BUDGET WORKBOOK

- February to June 2021
- Instructions in Appendix B
- Flex funds will be calculated using the established County allocation method





Thank you!

Questions?



Snohomish County