

Clackamas County Social Services Division
Issues the Following
NOTICE OF FUNDING OPPORTUNITY (NOFO) 2024

**TO PROVIDE EXTREME WEATHER AND SMOKE CENTER SITES AND SERVICES
TO PERSONS WHO ARE UN-HOUSED IN CLACKAMAS COUNTY THROUGH
JUNE 30, 2024, WITH THE POSSIBILITY OF EXTENSION FOR TWO ADDITIONAL
YEARS**

Board of County Commissioners

Tootie Smith, Chair
Paul Savas, Commissioner
Martha Schrader, Commissioner
Mark Shull, Commissioner
Ben West, Commissioner

Date of Issuance: 12/12/23

**County may require mandatory applicant information meeting.
Questions may be submitted during the open period of this NOFO
and County will post responses weekly or sooner.
Notice will post at NOFO announcement page: www.clackamas.us/grants**

Applications will be accepted on an ongoing basis and will be considered based on available funding and program need until **01/26/24**.

Postmarks and faxes will not be considered.
All times posted in NOFO are Pacific Daylight Time.

Issuing Office: Clackamas County Social Services Division
2051 Kaen Road, Oregon City, Oregon 97045
rszego@clackmas.us

Extreme Weather and Smoke Center Sites and Services 2023-2025

NOTICE OF FUNDING OPPORTUNITY (NOFO) AND GRANT APPLICATION, 2024

1. PROGRAM DESCRIPTION

The purpose of this Notice of Funding Opportunity (NOFO) is to seek applicant organizations with the capacity and interest to provide extreme weather and smoke center sites and services to unhoused individuals during defined periods of extreme cold, heat, or poor air quality due to wildfire smoke.

Extreme weather and smoke centers require a facility and staff and volunteers to staff the facility. In this NOFO, organizations can choose between only providing a center site or providing a site and some level of staffing, either through paid staff or trained volunteers.

- Center sites only: Organizations will provide a building or space for use as an extreme weather/smoke center. Center site only organizations will not provide staffing support and are instead offering space to be used for this purpose. County staff and/or a county contracted community partner will be responsible for staffing the site. These sites will only be activated when sufficient staff and volunteers are available. Sites must identify a staff person from the organization as a point person that will be available during all hours when the site is activated.
- Center site and services: Organizations will provide a site and also have the capacity to staff and organize volunteers in their building and will require little to no assistance from County staff or a County contracted community partner to address staffing needs.

Organizations applying to this NOFO must indicate:

- a. If they will provide a site only
- b. What type of center (warming, cooling, and/or smoke) they are interested in providing
- c. If they are able to provide daytime only services, nighttime only services, or day and night services.

Warming Night Centers

Clackamas County expects to enter into subawards with multiple warming centers and will consider a range of geographic locations as well as populations to be served. Providers with sites within Clackamas County will be prioritized for funding under this NOFO.

Qualifying organizations will be paid on a per person per night basis for nights that a warming center is open under the authorization of Clackamas County up to an amount not to exceed the total contracted budget.

Warming centers must be activated (and this may occur without prior conversation with the CCSS Director or Program Manager) on nights when the actual temperature or wind chill temperature is predicted (between the hours of 10 AM and 12 noon) to be 33 Degrees Fahrenheit or below, including wind chill factor, by the National Weather Service. Warming Centers must be activated during the first night of this alert. As it is impossible to predict all severe weather scenarios, Warming Centers may also be activated when weather conditions do not meet the criteria above after consultation and approval by either the CCSS Director or Program Manager. Examples include but are not limited to predicted high winds, flood watches, flood warnings or extremely heavy rain.

Warming Centers must open by 6 PM and stay open through at least 7 AM. Hot beverages and sleeping mats or cots must be available to every guest, and warming center facilities must be heated and have restrooms available.

Warming centers may elect to serve the general houseless population or to serve women and families. However, women and families may not be excluded from any warming center.

If allowed by the relevant jurisdiction, warming centers may choose to operate on nights that are not approved by Clackamas County for opening warming centers, but organizations will not receive reimbursement from the County for those nights.

Each Warming Center will be paid \$35.00 per person per authorized severe weather night up to either the contracted maximum or the maximum capacity permitted by local Fire and/or Health Department, whichever is lower. If COVID-19 restrictions are re-

imposed, capacity must be adjusted accordingly. If capacity is reduced, the per night rate will be re-negotiated.

A minimum of eight beds will be paid for whether or not eight beds are occupied during nights the Center is open. However, should any nights occur when no beds are occupied, Clackamas County must be notified within 12 hours.

Warming Centers must provide a minimum of two staff or volunteers during all hours of operation. If more than 30 guests are on site, from the hours of 6pm to 10pm additional volunteer or staff are strongly recommended to provide safety for all guests, staff and volunteers. From hours of 10pm to 7am volunteers or staff will provide fire watch and safety check requirements.

All per person per night payments are contingent upon timely, accurate, and complete data collection and reporting. Any bed nights submitted for claim with incomplete data by the 15th of the subsequent month will not be reimbursed.

Damages. The County agrees to pay a maximum of a total of \$2,000 per fiscal year per site toward the property damage deductible of damage claims (including all warming, cooling, smoke instances).

Warming Day Centers

While Clackamas County Social Services recognizes the importance of Day Centers and meal sites, this funding stream is specifically directed to evening and night sheltering, not day shelter. However, warming centers that are able to and choose to stay open during days when the weather is severe (not to exceed 33 degrees including wind chill factor) will be paid \$35 per individual for day center services based on the number of individuals in the warming center the previous night. It is understood that not every person who accesses night center accesses day center, and that the reverse is also true. In an attempt to streamline paperwork and data entry, especially during extended periods of severe weather, additional data collection during the day will not be required.

Cooling Centers

Clackamas County expects to subaward to multiple cooling centers and will consider a range of geographic locations as well as populations to be served. Providers with sites within Clackamas County will be prioritized for funding under this NOFO. For the purposes of this NOFO, buildings that are regularly open to the public (restaurants, libraries, senior centers, etc.) are excluded from applying for Cooling Center funding. Funding to operate cooling centers is available to faith-based organizations, community-based organizations, and other entities that are not typically open to the public.

Cooling Centers will open to the general public from noon to 8pm on all days when the National Weather Service has declared that the region will be under an Excessive Heat Watch or Warning. Cooling Centers may also be activated when weather conditions do not meet the criteria above after consultation and approval by either the CCSS Director or Program Manager.

Cold beverages must be available to every guest, and cooling center facilities must be air conditioned and have restrooms available.

Qualifying organizations will be paid on a per person per day basis for days that a cooling center is open under the authorization of Clackamas County, up to an amount not to exceed the total contracted budget. Occupancy cannot exceed the established occupancy guidelines for the site.

Each Cooling Center will be paid \$35.00 per person per authorized severe weather day, up to either the contracted maximum or the maximum capacity permitted by local Fire and/or Health Department, whichever is lower. All Centers will receive a payment of \$140 for each day that the Center is open, even if fewer than four individuals access the Center. However, should any authorized opening days occur and no one access the Center, Clackamas County must be notified within 12 hours.

Cooling centers may choose to operate on days that are not approved by Clackamas County for opening cooling centers, but organizations will not receive reimbursement from the county for those days.

Cooling Centers must provide a minimum of two staff or volunteers during all hours of operation. If more than 30 guests are on site, additional volunteers or staff are strongly recommended to provide safety for all guests, staff, and volunteers.

If the Excessive Heat Watch/Warning extends past 8 PM, County will provide an additional per person reimbursement of \$35 for each guest who accesses overnight shelter.

All per person per day payments are contingent upon timely, accurate and complete data collection and reporting. Any invoices with incomplete data by the 15th of the subsequent month will not be reimbursed.

Damages. The County agrees to pay a maximum of a total of \$2,000 per fiscal year per site toward the property damage deductible of damage claims (including all warming, cooling, smoke instances).

Smoke Centers

Clackamas County expects to subaward to multiple smoke centers and will consider a

range of geographic locations as well as populations to be served. Providers with sites within Clackamas County will be prioritized for funding under this NOFO. For the purposes of this NOFO, buildings that are regularly open to the public (restaurants, libraries, senior centers, etc.) are excluded from applying for Smoke Center funding. Funding to operate smoke centers is available to faith-based organizations, community-based organizations, and other entities that are not typically open to the public.

Smoke Centers will open to the general public from noon to 8 PM when the Air Quality Index (AQI) reaches the “Unhealthy” level. This information can be found at airnow.gov.

Cold beverages must be available to every guest, and smoke center facilities must be air conditioned and have restrooms available.

Qualifying organizations will be paid on a per person per day basis for days that a smoke center is open under the authorization of Clackamas County, up to an amount not to exceed the total contracted budget. Occupancy cannot exceed the established occupancy guidelines for the site.

Each Smoke Center will be paid \$35.00 per person per authorized severe weather day, up to either the contracted maximum or the maximum capacity permitted by local Fire and/or Health Department, whichever is lower. All Centers will receive a payment of \$140 for each day that the Center is open, even if fewer than four individuals access the Center. However, should any authorized opening days occur and no one access the Center, Clackamas County must be notified within 12 hours.

Smoke Centers must provide a minimum of two staff or volunteers during all hours of operation. If more than 30 guests are on site, additional volunteers or staff are strongly recommended to provide safety for all guests, staff, and volunteers.

If the Unhealthy air quality extends past 8 PM, County will provide an additional per person reimbursement of \$35 for each guest who accesses overnight shelter.

All per person per day payments are contingent upon timely, accurate and complete data collection and reporting. Any invoices with incomplete data by the 15th of the subsequent month will not be reimbursed.

Damages. The County agrees to pay a maximum of a total of \$2,000 per fiscal year per site toward the property damage deductible of damage claims (including all warming, cooling, smoke instances).

Homeless Management Information System (HMIS) Data Entry

Each extreme weather and smoke center organization that is providing staffing must provide accurate and timely data on number and persons served at each center.

Clackamas County will provide licenses and training in HMIS data entry at no costs to providers.

Additional Considerations

Persons seeking refuge cannot be required to 1) make a purchase; 2) participate in religious services or political activities; and/or 3) enroll in services as applicable to each Center site type. Site operators may deny entry to anyone under the influence of drugs or alcohol. However, Centers may not refuse entry to anyone based on race, age, gender identity, sexual orientation, religion, or nationality or any other class protected by federal or state law.

Service animals that meet the definition in both federal and state regulations must be permitted. Shelters permitting pets must have a Pet Policy that meets OHCS requirements.

County will pay an agency \$200 for each paid Center staff who provides a certificate of completion for attending Adult Mental Health First Aid (MHFA) training, plus up to \$100 reimbursement for the cost of the course. Free classes are available at <https://gettrainedtohelp.com/>. Additional options, including virtual (“blended virtual”) ones, can be found through <https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/>. Volunteers are strongly encouraged to take MHFA training but the county will not provide payment or reimbursement for volunteers who attend the training.

If a Center is open three nights (consecutive or non-consecutive) and no individuals seek shelter, the subaward may be reduced or terminated.

All contracted Centers will be required to submit documentation for each day and/or night the Center is open. Payment will be contingent upon receipt of complete, accurate and timely documentation. Invoices and dates for the previous month’s services are due no later than the 15th of the following month. Documentation will include, but is not limited to:

- Date(s) of Center opening.
- Demographic information about each individual sheltered entered into the HMIS system.
- Center staffing hours for each staff and volunteer assisting in warming center operations to show that minimum staffing levels were maintained.

Failure to submit documentation as requested and in a timely manner may result in not being eligible for reimbursement.

2. AWARD INFORMATION

Applicants will establish a contractual relationship with Clackamas County Social Services (CCSS). Applicants are sought throughout the County in rural, urban and

suburban areas, especially those areas with known populations of homeless persons.

Funding for this NOFO will be provided from execution through June 30, 2024. Annual one-year extensions may be issued at the County's sole discretion through June 30, 2028.

Applications will be accepted on an ongoing basis and will be considered based on available funding and program need until **01/26/24**.

Funding sources may include but are not limited to State of Oregon Housing & Community Services Department (EHA – Emergency Housing Account, SHAP – State Homeless Assistance Program). Additional or reduced funding may be available during the grant period. If additional funding becomes available, it may be allocated to new providers or to existing providers based on objective factors including, but not limited to: center capacity, bed utilization, effectiveness of volunteer recruitment and coordination, HMIS compliance and reporting, and invoice timeliness.

3. FUNDING AVAILABLE AND BUDGET INFORMATION

Clackamas County expects to subaward to multiple Centers and will consider a range of geographic locations as well as populations to be served. However, Clackamas County reserves the right to select only one or more than one applicant based on the responses to this NOFO. Total amount awarded between all applicants will not exceed the total funding available. If multiple applicants are selected, each applicant will receive an amount that is lower than the total estimated funding available.

4. APPLICANT ELIGIBILITY – MINIMUM ORGANIZATIONAL QUALIFICATIONS

Each applicant must meet all of the following minimum qualifications to be eligible to respond to this NOFO and to receive funds.

1. Organizations must provide proof that they have insurance and endorsements as required in the resulting award agreement. Subrecipient shall secure at its own expense and keep in effect during the term of the performance under the subaward the insurance required and minimum coverage indicated below.

Additional Insured Provisions. All required insurance and liability policies, other than Professional Liability, Workers' Compensation, Personal Automobile Liability and Pollution Liability Insurance, shall include "Clackamas COUNTY, its agents, officers, and employees" as an additional insured, with respect to SUBRECIPIENT's activities under this agreement.

Proof of insurance and notice of any material change should be submitted to the following address: Clackamas County Social Services Division, 2051 Kaen Road, Oregon City, OR 97045 or rszego@clackmas.us.

Required Insurance Coverage:

<p>Workers Compensation: Subrecipient shall comply with the workers' compensation requirements in ORS 656.017, unless exempt under ORS 656.126. Subrecipient shall maintain employer's liability insurance with limits of \$500,000 each accident, \$500,000 disease each employee, and \$500,000 each policy limit.</p>
<p>Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage. Coverage should include an endorsement for Abuse and Molestation liability, or provide a stand-alone policy in lieu of endorsement with same limits as noted above.</p>
<p>Professional Liability: In no event shall Professional Liability coverage be less than 1,000,000 (\$2,000,000 aggregate).</p>
<p>Network Security and Privacy Liability: In no event shall Network Security and Privacy Liability Coverage be less than \$1,000,000.</p>
<p>Directors and Officers Liability: In no event shall Directors and Officers coverage be less than \$1,000,000.</p>
<p>Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage.</p> <p>Applicant agrees that vehicles needed to perform services under this project will be the sole responsibility of the applicant, and meet the minimum insurance requirements of the County. No vehicles for use in this project will be provided by Clackamas County.</p>

Policies shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County agree to a waiver of subrogation is hereby stricken.

- Confidentiality. Any and all information regarding any individual served by the program is strictly confidential. All provider and program staff members are expected to comply with the most current local, state and federal laws regarding confidentiality. Information in any form shall not be released to any party without the authorization of the individual and/or County. Nothing prohibits the disclosure of information in

summaries, statistical, or other form, which does not identify particular individuals. Confidentiality policies shall be applied to all requests from outside sources.

3. Privacy Notification. Subrecipients must provide a Privacy Notification to participants either verbally or in writing that meets OHCS Requirements. If the site will provide the Privacy Notification to participants in written form, the site must have a written document that meets OHCS requirements. If the site will provide the Privacy Notification verbally to participants, it must have a stand-alone policy describing how they will do so.
4. Organizations must certify that the Center site(s) are ADA accessible. Any site that does not meet ADA accessibility standards may be considered as a secondary resource.
5. Organization must provide services to people of any race, religion, national origin, sex, age, marital status, sexual orientation, disability (as defined under the Americans with Disabilities Act), or any other protected class as defined in applicable state and federal law. Contracted services must reasonably accommodate the cultural, language and other special needs of people.
6. Organizations are required to collect demographic information on individuals accessing services. HMIS is a confidential database managed by Clackamas County. Organizations agree to comply with current HMIS Policy and Procedures and adhere to HMIS data quality and reporting requirements. Organizations will enter their own HMIS data and will be eligible for reimbursement of HMIS licensing costs if those costs are accrued during the period of this agreement. County reserves the right to adjust HMIS reporting requirements as needed.
7. Organizations must have the following policies in place at the time of award:
 - Duplication of Benefits
 - Privacy Notification
 - Confidentiality
 - Applicant/Participant Grievances and Appeals (denial, termination, appeal and fair hearing procedures)
 - Nondiscrimination
 - Limited English Proficiency
 - Conflict of Interest
 - Records retention policy
 - Fiscal policy that outlines separation of duties and fraud prevention and recovery (both employee and participant)
 - Equity and Racial Justice Policy (pending further information from OHCS)

- (If animals are accepted at the shelter facility) Pet Policy

A “Policy Template” guide developed by OHCS can be provided upon request to support the development of these policies.

8. Organizations agree to submit all required financial and demographic documentation.
9. Provider shall maintain and retain all records in compliance with regulatory agencies and County policies.
10. Organization must provide proof of registry number to do business in Oregon at the Secretary of State online registry system:
http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login
11. Organizations are required to perform Criminal Background checks and propose for approval specific screening criteria for all staff and volunteers who will be performing direct services under the subaward. Policies must be in place to disqualify any persons who have committed violent crimes, crimes against children or other crimes that are incompatible with this project. Policies must also be in place to ensure the safety of guests should criminal convictions occur during the term of the project.
12. Organizations must provide proof of approval to operate Centers on qualifying days and nights, as described above, at the proposed site from the jurisdiction with permitting authority, in addition to fire marshal approved capacity. If the permitting jurisdiction does not allow initial approval for the entire period, organization must provide proof that extensions are allowable under specific conditions from the permitting jurisdiction.
13. Organizations agree to allow Clackamas County to include information on Center availability, addresses and volunteer needs in media releases and on websites including but not limited to 211, the Clackamas County website, and through social media such as, but not limited to, Facebook and Next Door.
14. If mandatory application information meeting is scheduled by County, Applicant must have a representative attend to be eligible for funding.
15. Applicant must supply County with a copy of the agency’s most recent audited financial report, independently reviewed financial statements, or if applicant has not had either of these, a copy of its most recently filed IRS 990.
16. Applicant must disclose whether there are any outstanding lawsuits against the applicant agency and provide details.

17. Federal funds may be included as one of several funding sources in awards issued from this funding opportunity. Federally-funded awards require the submission of the following information:

- Applicant must list the name and amount of any federal awards currently being managed.
- Applicant must have Unique Identifier Number (UEI) and must hold an active registration in the System for Award Management (SAM).
- Applicants will be subject to a risk assessment performed by county staff which may result in special post-award monitoring requirements.

If the applicant is not willing to accept federal funds, the applicant should indicate this in their application. Unwillingness to accept federal funds does not necessarily impact application scores.

5. SCOPE OF WORK AND PROGRAM REQUIREMENTS

The applicant will be required to perform the following work in accordance with the terms and conditions in the award agreement.

Extreme Weather and Smoke Centers

1. Participate in required Start Up meeting. Every endeavor will be made to schedule at a time that is workable for all potential providers. Warming Center Start Up meeting will occur in the fall. Cooling and smoke center Start Up meeting will occur in the spring.
2. No fees shall be charged to Center guests.
3. Provide day and/or nighttime Center services to individuals during periods of severe cold, heat and smoke as described in aforementioned Program Descriptions.
4. Provide overnight Warming Center services, regardless of the overnight temperature forecast, to unhoused individuals for the nights (to be determined) in January 2025 for the Point in Time homeless count and for any future Point in Time homeless counts.
5. All Center services must be provided in a trauma informed and wholly secular manner.
6. All Centers may not categorically exclude persons fleeing domestic violence.

7. All Centers must ensure a welcoming and safe environment for people of all genders, including persons who identify as transgender or non-binary. However, proposals for gender specific centers may also be considered if consistent with Fair Housing law pertaining to Warming Centers including HUD's Equal Access law (links provided at webpage listed in Section 6.5).

8. Centers may not require guests to be clean and sober or pass urinalysis or breath testing. However, all Centers may have rules disallowing alcohol or drug possession or use on premises. Additionally, all Centers must incorporate harm reduction into their service delivery.

9. All Centers may have rules to ensure a safe environment but these rules must be in plain language and as streamlined as possible. Center rules must align with Fair Housing law pertaining to shelters (links provided at webpage listed in Section 6.5).

10. All Centers must comply with all relevant health, fire and life safety codes.

11. All Centers must have a written harm reduction policy that addresses under what circumstances and for what conduct people may be excluded from the Center and for what period of time. In the event a person is excluded under the harm reduction policy, Centers must document the reason for the exclusion and the duration. Centers must make a diligent effort to ensure that the excluded person has an alternate safe place to sleep.

12. Guest information must be entered into HMIS, or their entries updated if they are already in the system, within three (3) business days of accessing Warming, Cooling or Smoke Center.

13. HMIS data entry must be completed by the 10th of the following month. Invoices received after the 15th of the following month will not be reimbursed.

14. Training. All paid staff must receive documented training on the following topics:

- a. Mental Health First Aid – offered with in-person, blended, and virtual options through:
 - <https://gettrainedtohelp.com/> - free and local
 - <https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/>Clackamas County will offer a stipend to the organization to cover the staff time needed to attend the training. Volunteers are strongly encouraged to attend this training.
- b. Fair Housing – offered for free live online or recorded through Fair Housing Council of Oregon: <https://fhco.org/#>

- c. Trauma Informed Services
- d. Harm Reduction
- e. Supporting Victims of Domestic Violence
- f. (For those agencies conducting Street Outreach) Outreach Safety Strategies

6. APPLICATION AND SUBMISSION INFORMATION

One electronic copy containing electronic signatures in Microsoft Word or PDF format must be submitted via email as indicated below in Section 6.5. Document must be single-spaced with a font size no smaller than 12 point. The application must be no more than 5 pages, excluding the cover page, Certifications and Assurances.

All applications must include the following sections:

6.1 Cover page - Provide organization name, address, telephone number, fax number, tax identification number, State of Oregon business registry number, email address of applicant agency, and name and contact information (address, telephone and email) of person(s) authorized to represent the organization for the purposes of this project.

6.2 Narratives: Site Only and Site Plus Services

- a. Include information as to how organization will comply with all minimum qualifications outlined in Section 4. Applicant Eligibility of the NOFO.
- b. Include preferred type and duration of service as described on page 3-7. (Cooling/Warming and or Smoke; Daytime, Nighttime or Both)
- c. Provide proof of compliance with all relevant health and fire and life safety codes.
- d. State the approved capacity (typically this is determined by the fire marshal) of the Center and its physical location.
- e. Describe your experience:
 - i. Providing Extreme Weather/Smoke Center or related services to homeless adults and/or families.
 - ii. Providing services that are equitable, respectful, and relevant to people from a wide variety of cultures and backgrounds.
 - iii. Ensuring that accurate and complete HMIS (or comparable for confidential DV providers) data is collected and submitted in a timely way.

6.3 References

Provide the contact names, agency, or jurisdictional affiliation telephone number and email addresses for two (2) references who can attest to your qualifications to perform services described in this NOFO. If Applicant has not had a previous contractual relationship with County, a total of four (4) references are required.

6.4 Certification

Signed certifications and assurances statement (Appendix A) signifying compliance with all requirements as outlined in this agreement as well as any requirements from Oregon Housing and Community Services or any other funders.

6.5 Budget

Site plus Service applications must include a brief statement of funding requested based on the capacity of the Center. The agency will be reimbursed at the rate of \$35 per person per severe weather night and \$35 per severe weather day up to the contracted capacity or maximum approved capacity, whichever is lower. Payment will occur after complete HMIS data and nightly sign in sheets are turned in to Clackamas County. The due date for all data and sign in sheets is the 15th of the following month. Invoices that are received after the due date will not be paid.

A detailed budget document is required for Site-only applicants, as these programs will be paid on a cost reimbursement basis.

6.6 Addenda & Application Questions

Questions or clarifications shall be submitted via email to both:
R.E. ("Ari") Szego: rszego@clackamas.us.

County will not mail notice of Addenda, but will publish notice of any Addenda on County's website. Addenda may be downloaded off the County's website.

Organizations should frequently check the County's website until the closing of the NOFO, at least once weekly and at least once daily a week prior to closing.

Questions may be submitted during the open period of this NOFO and County will post responses weekly or sooner.

Notices will be posted at the NOFO announcement page: www.clackamas.us/grants. Responses to questions will be posted online as 'FAQ Addendums' on www.clackamas.us/grants.

6.7 Application Due Date

Applications will be accepted on an ongoing basis and will be considered based on available funding and program need until 01/26/24 as described above.

Electronic submission is required for all applications.

Submit via email to: rszego@clackamas.us

Faxed and hardcopies will not be accepted.

7. APPLICATION EVALUATION

- a. Applicant must demonstrate that all minimum qualifications are met. A Risk Assessment will be conducted by Clackamas County as part of the award assessment criteria.
- b. In the event that multiple applicants are proposing to serve the same area of Clackamas County, Clackamas County reserves the right to select one applicant or to negotiate coordination between multiple applicants.
- c. Except as noted above, all applicants who meet minimum requirements and agree to accept the per night rate, will be approved Centers and be eligible for per night reimbursement, up to the estimated maximum number of beds and bed nights available funding can support.
- d. Organizations with current or past contracts with Clackamas County will be evaluated on past performance in previous contracts with Clackamas County. Items to be considered include spend-out of contracts, timeliness of report and invoice submittals, and adherence to HMIS policies.
- e. All funding decisions will be contingent upon availability of funding.

8. APPEAL PROCESS

Applicants not approved as a provider of services outlined in this Notice of Funding Opportunity may file a Notice of an Appeal in writing no later than 10 days after the County announces the awards, specifying the grounds upon which the appeal is based. The Notice shall be submitted via email to: rszego@clackamas.us. Within 5 business days a determination on the status of the Notice of Appeal will be made by the Director of Social Services.

Appendix A: Certifications and Assurances

Organization Name: _____,

Applicant hereby assures, warrants, covenants, and certifies that with respect to any federal, state or local funds disbursed to it, that it will follow all of the applicable laws, rules and regulations associated with funding distributed to Applicant and incorporated into award agreement.

Applicant certifies that it meets and will comply with the minimum qualifications listed below, and as specified in **Section 4: Applicant Eligibility – Minimum Organizational Qualifications** of this NOFO, to be eligible to apply and to receive funds.

In addition, Applicant certifies it will perform the work listed in **Section 5: Scope of Work & Program Requirements**, in accordance with the terms and conditions in an awarded agreement.

SCOPE OF WORK AND PROGRAM REQUIREMENTS

The applicant will be required to perform the following work in accordance with the terms and conditions in the award agreement.

Extreme Weather and Smoke Centers

15. Participate in required Start Up meeting. Every endeavor will be made to schedule at a time that is workable for all potential providers. Warming Center Start Up meeting will occur in the fall. Cooling and smoke center Start Up meeting will occur in the spring.

16. No fees shall be charged to Center guests.

17. Provide day and/or night time Center services to individuals during periods of severe cold, heat and smoke as described in aforementioned Program Descriptions.

18. Provide overnight Warming Center services, regardless of the overnight temperature forecast, to unhoused individuals for the nights (to be determined) in January 2025 for the Point in Time homeless count and for any future Point in Time homeless counts.

19. All Center services must be provided in a trauma informed and wholly secular manner.

20. All Centers may not categorically exclude persons fleeing domestic violence.

21. All Centers must ensure a welcoming and safe environment for people of all genders, including persons who identify as transgender or non-binary. However, proposals for gender specific centers may also be considered if consistent with Fair Housing law pertaining to Warming Centers including HUD's Equal Access law (links provided at webpage listed in Section 6.5).

22. Centers may not require guests to be clean and sober or pass urinalysis or breath testing. However, all Centers may have rules disallowing alcohol or drug possession or use on premises. Additionally, all Centers must incorporate harm reduction into their service delivery.

23. All Centers may have rules to ensure a safe environment but these rules must be in plain language and as streamlined as possible. Center rules must align with Fair Housing law pertaining to shelters (links provided at webpage listed in Section 6.5).

24. All Centers must comply with all relevant health, fire and life safety codes.

25. All Centers must have a written harm reduction policy that addresses under what circumstances and for what conduct people may be excluded from the Center and for what period of time. In the event a person is excluded under the harm reduction policy, Centers must document the reason for the exclusion and the duration. Centers must make a diligent effort to ensure that the excluded person has an alternate safe place to sleep.

26. Guest information must be entered into HMIS, or their entries updated if they are already in the system, within three (3) business days of accessing Warming, Cooling or Smoke Center.

27. HMIS data entry must be completed by the 10th of the following month. Invoices received after the 15th of the following month will not be reimbursed.

28. Training. All paid staff must receive documented training on the following topics:

- g. Mental Health First Aid – offered with in-person, blended, and virtual options through:
 - <https://gettrainedtohelp.com/> - free and local
 - <https://www.mentalhealthfirstaid.org/take-a-course/find-a-course/>Clackamas County will offer a stipend to the organization to cover the staff time needed to attend the training. Volunteers are strongly

encouraged to attend this training.

- h. Fair Housing – offered for free live online or recorded through Fair Housing Council of Oregon: <https://fhco.org/#>
- i. Trauma Informed Services
- j. Harm Reduction
- k. Supporting Victims of Domestic Violence
- l. (For those agencies conducting Street Outreach) Outreach Safety Strategies

Applicant further certifies that it shall provide services in compliance with all local, state and federal program rules and guidelines required by local, state and/or federal agencies providing funding for the award agreement, including, but not limited to the current links below and as updated and incorporated into the award agreement, regardless of whether or not specifically referenced herein:

Civil Rights Act: Per the Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity.

Federal and State Fair Housing and Related Laws

- United States Department of Housing and Urban Development Fair Housing and Equal Opportunity:
https://www.hud.gov/program_offices/fair_housing_equal_op
- Fair Housing Council of Oregon. 2023. Shelter for All: A fair housing guide for homeless shelters, domestic violence shelters, tiny house pod villages and other transitional housing providers. https://fhco.org/wp-content/uploads/2021/10/ShelterGuide_FHCO_2023.pdf

General and SHAP-specific requirements in: Oregon Housing and Community Services (OHCS). July 1, 2023. State Homeless Funds Program Operation Manual: Emergency Housing Assistance (EHA), Elderly Rental Assistance (ERA), and State Homeless Assistance Program (SHAP).

<https://www.oregon.gov/ohcs/for-providers/Documents/manuals/SHF-Manual-23-25.pdf>

Subrecipients will have contracted conditions related to compliance with the terms and conditions of the current **2023-25 Master Grant Agreement #8018**. These include

- Exhibit E Program Element General Terms & Conditions
- Exhibit E-4, Program Element 04 State Homeless Assistance Program Element

A copy of the agreement can be shared for review.

HMIS Policies and Agreements required as part of enrollment into the HMIS.

Certification Signature:

Signature of authorized representative

Date

Name and title of authorized representative