

NOTICE OF FUNDING OPPORTUNITY

Issue Date: October 26, 2021; UPDATED 11/16/21

Project Name:	Alcohol & Drug (A&D) Housing Assistance Program
Due Date/Time:	November 26, 2021, 5:00pm
Contact:	Angela Brink, Behavioral Health Administrative Services Manager

Submit Proposal by EMAIL or US Mail

EMAIL: BHContracts@clackamas.us, email submissions must have Notice of Funding Opportunity- A&D Housing Assistance Program in the subject line

US POSTAL SERVICE: Angela Brink, Administrative Services Manager, Clackamas County Behavioral Health Division, 2051 Kaen Road, Suite 154, Oregon City OR 97045

Respondents are encouraged to submit a response anytime during the NOFO announcement period; do not wait until the due date and time. Proposals will be reviewed as they are received to determine award and contracts will be issued immediately so that services may begin as quickly as possible.

Clackamas County's Health Housing and human services Department's Behavioral Health Division is seeking applications from agencies and /or organizations the provide housing assistance services to Clackamas County individuals in alcohol and drug recovery and are engaged in alcohol and drug treatment. If you need this noticed translated into another language please contact us via email at BHContracts@clackamas.us.

克拉克默斯县的健康住房和人类服务部的行为健康部门正在寻求机构和/或组织的申请，这些机构和/或组织向克拉克默斯县正处于戒酒和戒毒康复中的人以及正处于酒精或毒品上瘾中的人提供住房援助服务。如果您需要将此通知翻译成另一种语言，请通过电子邮件 BHContracts@clackamas.us 与我们联系。

La División de Salud de la Conducta del Departamento de Salud, Vivienda y Servicios Humanos del Condado de Clackamas busca solicitudes de agencias y/u organizaciones que ofrezcan servicios de asistencia para la vivienda a individuos del Condado de Clackamas en recuperación del uso de alcohol y drogas, y que estén nuevamente involucrados en el tratamiento para el uso de alcohol y drogas. Si necesita esta notificación traducida en otro idioma, por favor, contáctenos por correo electrónico a BHContracts@clackamas.us.

Отдел психического здоровья департамента здравоохранения, жилищного и социального обеспечения округа Клакамас принимает заявления от различных служб и/или организаций, предоставляющих услуги по оказанию жилищной помощи

жителям округа Клакамас, излечивающимся от алкогольной и наркотической зависимости, и вовлеченным в программу избавления от алкогольной и наркотической зависимости. Если вам требуется перевод этого уведомления на другой язык, пожалуйста, свяжитесь с нами по электронной почте BHContracts@clackamas.us

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Respondents are required to read, understand, and comply with all information contained within this Notice of Funding Opportunity (“NOFO”). All Proposals are binding upon the Respondents for sixty (60) days from the Proposal Due Date/Time.

Proposals are to be emailed to BHContracts@clackamas.us. If mailed or hand delivered, the Proposal must be submitted to Angela Brink, Administrative Services Manager, Clackamas County Behavioral Health Division, 2051 Kaen Road, Suite 154, Oregon City OR 97045. Proposals received after the Proposal Due Date/Time will not be considered.

All questions regarding this NOFO are to be directed to BHContracts@clackamas.us at the Clackamas County Behavioral Health Division. Respondents may not communicate with County employees or representatives about the NOFO during the procurement process until the Clackamas County Behavioral Health Division has notified Respondents of the selected Proposals. Communication in violation of this restriction may result in rejection of a Proposal.

Responses to questions will be posted weekly as FAQs at <https://www.clackamas.us/grants>. Questions received after November 25 will not receive a response.

2. INTRODUCTION

The mission of the Clackamas County Health Housing and Human services Department is to remove barriers for vulnerable individuals and families on their path to improved health, wellness, prosperity and inclusion. The Behavioral Health Division is committed to provide coordination, assessment, outreach and recovery services to Clackamas County residents experiencing mental health and addiction distress so they can achieve their own recovery goals.

The Clackamas County’s Behavioral Health Division is seeking qualified programs and organizations to provide housing assistance services for Clackamas County residents who are engaged in alcohol and drug treatment. The target population are individuals at or below fifty percent (50%) of the median family income (according to current HUD data), homeless or at risk of homeless.

In submitting a response to this Notice of Funding Opportunity, the proposer certifies that paid staff providing services under any contract issued will be paid a living wage and receive appropriate benefits.

The FEDERAL funding for this opportunity is through Block Grants for Prevention and Treatment of Substance Abuse awarded by the United State Department of Health and Human Services. Applicants may apply for up to \$299,900 per year. The anticipated start date for funding agreements is January 1, 2022. Funding may potentially continue through December 2025, depending upon satisfactory performance and continuing availability of funding.

Applicants must have a DUNS number, have an active, publicly viewable registration in sam.gov and not be disbarred or suspended.

3. GOAL

The goal of this funding is to provide supportive housing services to residents of Clackamas County engaged in alcohol and treatment services. Supportive housing services should focus on substance abuse recovery, retaining permanent housing and increasing income by connecting individuals with benefits and/or employment options.

4. PROGRAM OVERVIEW

a) Program must to accomplish the following work:

- 1) Provide housing assistance services for Clackamas County residents in alcohol and drug recovery. Program will support the substance abuse treatment and early recovery efforts of the participants while also focusing on participants becoming self-sufficient and obtaining permanent housing placements. The target population for this program is individuals participating in alcohol and drug recovery at or below 50% Median Family Income (according to current HUD data), homeless, or at risk of homelessness.
- 2) Assist program participants in finding and retaining permanent housing. On an annual basis, forty five percent (45%) of funding may be used toward housing program participants. These funds can be used for, but is not limited to, moving costs, rent assistance, application fees, deposits, and paying off previous debts. Each participant can access a maximum of **\$3,750.00** during the three-year period of the Agreement.
- 3) Develop partnerships with landlords and housing providers to help program participants stay housed. This includes responding to landlord requests for assistance within 24 to 48 hours and attending meetings necessary to mediate lease violations. Program staff must be prepared to address any concern landlords may have. Strategies for addressing these concerns can include paying for criminal background checks and credit reports, obtaining letters of support from drug counselors or probation/parole officers, and documenting income.

b) Program will provide case management as follows:

- 1) With emphasis on housing retention and based on best practices, meet more often with program participants prior to move-in and during the first **three (3) months** of their housing placement to help with increased housing retention. Housing Specialist will be

expected to review lease responsibilities with program participants and help participants adjust to what those responsibilities are. Housing Specialist is required to meet with program participants at least once a month in their residence to assess the participant's stability in their new housing.

- 2) Provide linkage to needed outpatient alcohol and drug recovery services.
 - 3) Assist participants in applying to and for entitlement programs.
 - 4) Link participants to employment options.
- c) **Six (6) months** after program participants have completed the program, staff will conduct post-program surveys/interviews. The survey/interview must include the information:
- 1) How long has program participant maintained sobriety?
 - 2) At any time during the program, has program participant been involved in criminal activity?
 - 3) Is program participant currently housed? Does program participant anticipate they will remain housed?
 - 4) Has program participant been connected with entitlements? Which ones?
 - 5) Is program participant currently employed and/or increased their income since participating in the program?
- d) Program agents and employees must maintain the confidentiality of any client identifying information, written or otherwise, with which they may come in contact, in accordance with all applicable provisions of state and federal statutes, rules and regulations, and shall comply with the same in the event of requests for information by any person or federal, state or local agency. In addition, acknowledgement of the existence of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), PL 104-191, 45 CFR Parts 160-164, and agreement to comply with all applicable requirements of HIPAA related to the confidentiality of client records or other client identifying information is required.

Staffing

The staffing model for programs should be focused on the adequate level and expertise to address the needs of individuals served within the program as described section 4. Program Overview.

Program Evaluation & Reporting

Program is required to submit bi-annual reports that contain the following:

- Number of individuals who have stayed in the program

- Number of individuals clean and sober
- Number of individuals who have not entered into criminal activity
- Number of individuals who have remained housed
- Number of individuals who have connected with entitlements
- Number of individuals who have found employment and/or increased their income.

5. ELIGIBILITY REQUIREMENTS

Non Profit organizations with the ability to provide or partnership with other nonprofits to supportive housing services to eligible Clackamas County residents may apply.

6. EVALUATION CRITERIA

Applications will be evaluated by the sections below:

Organization Overview	10 points
Program Narrative	40 points
Staffing Plan and Development	20 points
Program Evaluation & Reporting	10 points
Budget & Narrative	20 points

All applicants are subject to a federally-required risk assessment prior to award issuance.

7. FUNDING CYCLE AND TIMELINE

NOFO Issuance Date	10/26/2021
Last day to ask questions	11/24/2021
Application Due Date	11/30/2021 5:00 pm (PST)
Award Decisions and Notification (estimated)	12/10/2021
Agreement Start Date (estimated)	1/1/2022
Agreement End Date	12/31/2025

8. PROGRAM AWARD INFORMATION

Funding Source	Community Mental Health Block Grant
Number of Awards issued from this announcement	One (1)
Maximum Award Amount	\$899,700 (36 month)

9. HOW TO APPLY

Each application must contain;

- a. APPLICATION COVER PAGE
- b. NARRATIVE
- c. BUDGET

Submit with Application:

- a. Applicant's most recently completed independent audit; if no audit, independent financial review; if no independent review, most recent 990. If a new nonprofit, must provide evidence of 3 months of unrestricted funding to be used in support of at least the administrative costs on the award.

“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.”

APPLICATION COVER PAGE

Date:	
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Legal Organization Name	
Alternate name/acronym	
Address	
Website	
Phone	
Executive Director Name	
Email and Phone	
Oregon Business Registry Number	
Federal Employer ID Number (EIN)	
DUNS Number	
Program Contact Name	
Email and Phone	
Fiscal Contact Name	
Email and Phone	
Funding Amount Requested	

With my signature, I certify the following:

1. The above information is correct;
2. I am authorized by the governing board of the applicant organization to submit this grant proposal;
3. The organization is in good standing with the IRS, retains its 501(c)(3) tax exempt status, and is further classified as a public charity and not a private foundation, or is a public agency or school district;
4. The organization does not discriminate on the basis of race, religion, sexual preference, sexual orientation, physical circumstances, or national origin;
5. The organization agrees to submit quarterly progress reports and final progress reports.
6. The organization agrees to submit proof of insurance at the levels required by county.

Signing Authority Name (printed)

Title

Signature

Date

PROGRAM NARRATIVE

Directions: Answer each component of every question completely. Responses to each question will be valued as shown below, for a total score of 100 points.

1. Organization Overview (10 points)

2. Narrative: (80 Points)

- a. Program Narrative
- b. Staffing plan and Development
- c. Quality Assurance and Data Collection

BUDGET

1. Program Budget & Narrative (5 Points)

Identify all expenses related to this application. Add additional lines as necessary.

ITEM/EXPENSE	Budgeted Cost
Personnel and Fringe (List each position separately and include FTE and fringe rate)	
Direct Administrative Costs or Indirect Costs* (provide detail in the budget narrative)	
Program Costs -Materials/Supplies (Curriculum, incentives, etc. List each separately)	
Professional fees (provide detail in budget narrative)	
Mileage (provide detail in budget narrative)	
Client Assistance (provide detail in budget narrative)	
Additional expenses (list each separately)	
TOTAL BUDGET	

*Indirect costs will be paid as follows:

- Applicants without a federally-negotiated rate may claim the federal de minimum rate of 10% of modified total direct costs (MTDC), as defined in 2 CFR 200.1
- Applicants with a negotiated rate, either through a federal agency or another pass through entity, may claim up to the equivalent of 20% of modified total direct costs or their negotiated rate, whichever is less.

2. Budget Narrative (5 Points)

Provide a narrative that clearly explains all sections of the budget (salary/fringe, administrative, program, and any other costs associated with this project).