

SHS Program Offers:

03-2022-01; 03-2022-02; 03-2022-03; 03-2022-04; 03-2022-05

Proposal Meeting and Responses to Emailed Questions

NOTE: The last 2 pages of this posting are fillable versions of Attachment A (Proposal Certification Form) and Attachment F (Budget Template) which have been provided in response to feedback from the proposal meeting and emailed questions. They are offered solely as an option that can be used, and these fillable versions are not required to be used for your submission of Attachments A and F with your proposal – the non-fillable versions can still be used. **These pages, if used will count towards your page limit.**

Proposal Meeting – 03/30/22 at 1:30 PM

Rather than provide a verbatim transcript of the proposal meeting, the following provides the gist of the information and answers provided and in some cases additional information. The recording of the March 30th proposal meeting is available here: <https://youtu.be/ncD36zhVvP0>

Introduction:

- Vahid Brown, Supportive Housing Services Program Manager, provided a brief review and summary of the information contained in the five Program Offers including key dates, program offer considerations, and a review of the necessary qualifications, estimated project budget, proposal page requirements, and scopes of work for the following Program Offers:
 - Program Offer 03-2022-01 - Emergency Shelters
 - Program Offer 03-2022-02 Outreach & Engagement
 - Program Offer 03-2022-03 Justice System Diversion Supportive Services
 - Program Offer 03-2022-04 HACC Peer Services
 - Program Offer 03-2022-05 Supportive Housing Case Management and Shelter+Care

Questions from Proposal Meeting

1. **It discusses in the program offers that if we are to form a team, that people need to be qualified. I thought there was a way to have a subcontract with someone who was not qualified. If we are to form a team, everyone needs to be on the qualified vendor list?** An answer to this question was not provided during the meeting but is provided in this document as follows: Applying agencies may use subcontractors not previously qualified through the RFPQ if those subcontractors are delivering services not specifically covered by the scope of work or scope of services listed in the program offer. For example, an agency may subcontract with another entity to provide interpretation services to the clients that the qualified agency is serving, and that interpretation provider need not be qualified in the RFPQ. If an applying

agency wishes to subcontract with another agency for the delivery of some portion of the scope of work identified in the program offer, that subcontracted agency must also be qualified in the RFPQ.

2. **We were told earlier on that we were going to receive a more comprehensive list of folks that was by County and by service. Is that list coming?** Washington County is still finishing that and will be available soon.
 - a. **Follow up to Question 2 – The list that was included (in the Program Offers) is for Clackamas County, there is no one else that will be added to that list, is that correct?**
Yes.
3. **For supportive case management, are clients referred to the agency, do we work with our existing clients, how does it happen?** Clients will be matched by the SHS team to the case manager providing the case management services. That could be done in a variety of ways. A client that an agency is working with could be referred for rental subsidy through Coordinated Housing Access (CHA), then once the eligibility was determined they might be referred for a voucher, and at that point they would be matched with the housing navigation and placement partner, and then matched with a supportive services agency. We also use participant choice forms, so that when a household receives a voucher, and they've been placed in permanent housing, they have the opportunity to select from all currently existing contracted providers that are providing that service to indicate their preference. So there could be a household that your agency is working with that ends up through that process having the opportunity to choose to continue to work with you for those support services.
4. **Will we have access to vouchers? Or is this strictly to work with people who have gotten vouchers and then we do the kind of supportive services after the fact versus I have 16 people on a wait list who are households we're supporting? Will we have access to those vouchers to service our clients and then go through these processes, you know, provide all these services, or are we just (an agency) somebody picked?** Yes to both situations. We have processes within the coordinated entry system to help agencies be able to get folks they're currently working with into services. The other thing we like to keep in mind is there's still a choice. Sometimes folks start with an agency, and there wasn't a particular choice to start with that agency, so we want to build that choice in, so they can opt to stay with your agency or opt to utilize a different agency that they may deem better meets their needs. There may also be folks you haven't seen before that will be matched with your agency because of their preference and selection, but it will all be centered around the coordinated entry system. Access to vouchers will also be done through the coordinated entry system. When the regional long-term rent assistance (RLRA) program first launched it was prioritized for households in the hotel/motel emergency shelter program, but as they are matched and moved into housing the RLRA vouchers will be more broadly available for clients coming through the coordinated entry system with a vulnerability prioritization.
5. **Regarding the caseload, the (supportive housing case management) program offer says 1:25. How long are the contracts and how long do we work with these individuals?** The contracts for

that program offer are for one year with up to four additional years available for renewal so long as the milestones and performance metrics are met satisfactorily.

- a. **Follow up to Question 5 – So that's the contract length what I'm asking is for a particular client. So we put a particular client in housing, and now we have 25 clients in housing? Is it each time someone is housed we get a new client or do we follow them for a year or 2? What is the cap of time working on the client?** As long as the household is wishing to engage with a provider's services. A household can opt to graduate off or decline further services, but unless and until they do, it is a long-term supportive case management relationship.
 - b. **Follow up to Question 5 – Can a household decide they don't want case management but still maintain their housing voucher?** Yes.
6. **So I'm still confused about all of these. What I'm not seeing a program offer for is the connections to stable housing. So walk me through this. We're interested obviously in shelter, and the case management as well. So a family comes to us and we're providing shelter for them. Who is helping them find housing?** We are issuing a program offer in a few weeks for connections to stable housing, so that will be coming in the next group of program offers. Those will be contracts that are specifically for case managers who are matched to clients to help them find and obtain and move into permanent housing. The service component of outreach and engagement does include the connection to stable housing. So that is something that a contracted provider for outreach and engagement services could also conduct, with a client they were working with in an outreach capacity, doing street outreach, developing relationships, and help that client apply for a rental assistance voucher. They can provide those navigation services as well, that's also included in the outreach and engagement scope. So there's going to be overlap. Each of these components sort of are meant to complement the other. We will be issuing a program offer for navigation and placement.
- a. **Follow up to Question 6 – So when I'm crafting my shelter proposal and my long term case management proposal, I'm leaving this gap because I'm not talking about helping people get housed because that's not what is on the table right now, and we did not go for qualifications for Outreach. So am I correct that in our world, we're providing shelter and long-term case management and someone else in the system would currently be doing that until the new program offer comes out?** That's making too hard of a boundary there between different service components. If your shelter model is to work with households to address barriers and connect them to permanent housing opportunities in the system, then that is technically housing navigation support. But it's also the part of the provision of shelter services, since those are meant to be temporary.
 - b. **Follow up to Question 6 – It is complicated, and sometimes when we have 30 or 40 pages to write something complexity is great. When we have 2 pages, which I love, but when we have 2 pages, I don't want to waste a paragraph or 2 on something that you guys are going to read, and go that's not what this is about at all.** If your agency wants to respond to a particular program offer with a component that is limited to the provision of shelter, and is going to follow up and respond to request funding to fund the components of that program that connect people to stable and permanent housing through additional FTE or another program component, that's fine.

- i. **Follow up Question to Question 6.b – This process has taken what our company does as a singular and broken it into multiple components. We would like to provide shelter and help those families get housed and provide the case management. As of March 30th, there are program offers for the two bookends but I’m hearing you say that we can include that middle in the design of our Shelter. Yes.**
- 7. **We currently have not been able to access RLRA, it’s been very limited for who can access it. We work with families who need long-term rental assistance and we work with families who need 3-6 months of rental assistance. Is all rental assistance in the future going through RLRA or which proposal do we include rental assistance for non-RLRA households?** That will be another program offer coming out in a couple of weeks for prevention, short-term rental assistance, and rapid rehousing. The Regional Long-term Rent Assistance program is a long-term rent subsidy. For families in need of a shallower subsidy, or in need of a rapid rehousing approach, we will be putting out funds to support that activity.
- 8. **I want to bounce back to how you said that we can work with clients in supportive case management for as long as they want. But I've done this for a while and sometimes you do get clients that are like okay I’m done, I don't need you guys anymore. But then, 3-4 months down the line, you're getting a call from the landlord and maybe even the clients saying I really need your help again. So is there that flexibility to have someone say like I don't want services anymore but then come back later in the future?** Yes, absolutely.
- 9. **If we have a model that includes multiple pieces of this puzzle, I’m hearing you say to apply in an integrated manner. So if I have an outreach model that includes prevention assistance, then apply on the outreach side and follow up or mention, maybe that'll be applying for the prevention assistance side, plus case management side, so it's almost 3 separate proposals but one program. I didn’t see mention of a maximum for administrative costs to be built into the budget. Is there a maximum you are allowing or are we simply allowed to use our Federal micro rates?** There was not a maximum set for the previous round of procurements, but there is a Tri-County effort to keep the percentage the same across Counties. If you do apply for a Federal rate, that is something completely different. A percentage was not available during the meeting but is provided in this document as follows: The SHS measure does not stipulate a cap for administrative costs for contracted community based organizations. Clackamas County SHS will seek to honor a federally negotiated indirect rate with organizations that have such approved rates. Otherwise, we recommend that proposing agencies limit their administrative costs to 12% of the proposed budget minus rent and equipment
 - a. **Follow up to Question 9 - In your timeline do you have any flexibility in terms of the scale-up, because if you do have to scale-up there's about a 30 day timeline in there. If you have an HR system, that is a more of an eight-week process, is there any flexibility with that scale up timeline?** Yes, some of these programs are scoring for readiness so there will be points associated with that. Aside from that, we have been working with partners that took several months to initiate services and that is just part of being new to the County and the current hiring struggles.

- b. **Follow up to Question 9 – Do you have someone who is looking at this from a strategic angle to ensure there’s not a lot of duplication of effort and that all of the pieces of the nonprofit puzzle are coming together to meet the critical gaps?** Yes, as a team we are doing that on an ongoing basis to identify need and gaps. Having to strategically be concerned about duplication of service will be of greater concern later in the development of the program but right now the system is mostly gaps. The need far outstrips the resources that currently exists.
10. **Someone asked a previous question about the caseload that is 1:25 (for supportive housing case management). Would we serve 25 people in one year and then the next year bring on another 25 or do we stick with the first 25 until they say they don’t need us? That sounds to me like for year 2 we may need to hire on more people to take on more caseload to do what we did for the first group of people.** Not all of the program offers identify a caseload parameter. At any given time, one case manager is working with 25 households. This is something that should be factored into the program proposal and its budget. If you’re hoping to serve up to 50 households, then that would include at least two full-time employees as case managers in that program model. Year over year expansion, if part of the program proposal, will want to build in additional staff needed to take on new clients in the future.
11. **There’s no mention of anything in the instructions about margins or line spacing, do you care about margins or line spacing or is that completely up to us?** The extent to which we are concerned about format is outlined in the instructions.
12. **The budget template, attachment F, is it possible to get that in a fillable format?** Yes, that will be included. (please see page 17 in this document).
- a. **Follow up to Question 12 – Regarding the budget template, what I think a category means and what you think a category means may be different. The two headers, one of program operation, and one of client service, was not defined. I have a hunch as to what that means, are you leaving it to us or do you want to say “program operations is...”?** We wanted to leave it high-level so that the budget categories are somewhat broad. We saw in previous procurements, wide variation in the specificity of budgets and some categories that weren’t included. We wanted to call out at least this level of detail, otherwise it is up to the applicant.
13. **In the emergency shelters program offer, it says they will be connected to housing. Is there a potential timeline we can be thinking of as we are building that program? Will they be connected within three months to an RLRA voucher? I’m trying to think of the turnover and the capacity for a shelter. Is there any kind of an idea how long it would take to connect folks to housing out of that program?** It would be dependent on the availability of rental vouchers, housing, and other types of support. We are working to expand that capacity and to start moving folks from wait lists onto RLRA vouchers. There is not a specific timeline we can share at the moment for RLRA voucher expansion.

14. You list in some of the program offers that the proposals are valid for 120 days after receipt. If there's a program offer that comes out within that 120 day timeline, can you look back at unfunded programs? What does the 120 days mean? The 120 days is specified because costs change within 120 days due to inflation and other factors. The submitted costs in a proposal are good for 120 days.

15. How did the justice system population get prioritized early on? The SHS Program has a priority population of folks who have long histories of homelessness, disabling conditions and extremely low incomes, and that is without exception the population that is served through the currently existing diversion partnership. One of the Local Implementation Plan's priorities was to expand high performing programs that serve Population A and the justice system diversion program is one which has been very successful.

16. The Peer Support Program Offer mentions two locations in Milwaukie and Oregon City, so two buildings I'm guessing. It then specifies 528 households. Can I assume that's the total between the 2 buildings and that's the only scope of this proposal, or will there be other locations that HACC would want this peer support person to also support. The HACC Peer Support program offer is to serve the 528 households and they are primarily at the two public housing campuses in Oregon City and Milwaukie. But there are some Section 8 clients in scattered site housing which are also included in that total. The peer support services sought in this program offer are for the 528 households.

a. Follow up to Question 16 - Can we apply with a lower scope to serve less than 528 households or are you looking for one provider to take on the entire service?

Proposing to serve a fraction of the households with a fraction of the budget is acceptable.

17. It is very difficult to hire case managers right now, part of the issue is pay. Is there a limit on pay, that if we want to hire qualified people, can I pay them \$28/hour? Would that be too much? If I don't have big overhead can I pay people more? Yes, that is okay.

a. Follow up to Question 17 – there is a little bit of language in here that kind of makes it sound like the best bid wins and the best being the lowest. There's some language about the cost of your programming which I haven't seen in more traditional RFPs.

The budget score in the matrix is scored on clarity, its comprehensive coverage of associated program costs, and that it is staying within the program's budget. There are no points associated with cost efficiency or the lowest bid in the evaluation matrix. The instructions on the budget preparation do include necessary capacity building which can include hiring bonuses.

18. Is there going to be any dialogue, if we make a proposal and we know what we're saying but you have questions, will you ask those questions? Will anyone in the evaluation process be requesting clarity on proposals or is it you deliver it and you live with it? The submitted proposal is what will be evaluated. But, clarifying questions are permitted, though rare, for you to explain something in your proposal, and we will ask these if needed. This is typically limited to something like it scanned incorrectly or other explainable issues such as that. The bulk of the submission will be accepted and evaluated as it is.

- 19. I'm confused about the Shelter + Care, doesn't it already exist? Is this expanding it or looking for someone else to run it altogether?** Shelter + Care does exist, it is a federal rental subsidy which requires that households be matched with supportive services case management for households currently in Shelter + Care. The contract currently providing those services is expiring and the procurement through which it was done is stale and a new procurement for those services needed to be done.
- 20. Is there a recommended place where we would put existing recovery services and sober living? In the original RFPQ these services were wrapped up in outreach and engagement, but I did not see these services specified in any of the program offers. We have an existing sober living facility, if we were looking to grow that program, is there a recommended program offer that it should be for?** The outreach and engagement program offer can include behavioral health specific outreach and engagement. If the intent is to have street outreach to connect folks to recovery services, then that would fit under outreach and engagement. When looking at the program offers, look at it as a service such as housing and not specifically recovery housing.
- 21. If we want to have our current clients participate in this and be included in supportive housing case management, they would go through CHA and qualify for RLRA and then would select us as the preferred provider of services. But as was pointed out, that interim bit is something that is yet to come. We think of it more as a continuum and not as these discrete items.** We are not seeking to make hard definitional distinctions between services. If an agency is providing shelter services, and those shelter services include helping households prepare for applications for housing by removing barriers, getting them identification, helping them apply for housing, helping them go to Community Warehouse – then those are all things which would fall within the scope of shelter services. We do not want to draw a hard line that navigation has to be applied for through a navigation-specific proposal. If there are staff at a shelter providing navigation work then that would be considered part of the shelter's work and would be funded through the shelter program offer.
- 22. There's a lot of stress to be ready to execute services in June or as soon as contracts are executed. If we are applying to do something new it may take a few months to hire staff given the current labor shortage. Are you understanding of this situation, will you not penalize us if we are not ready to be up and running on June 15th?** Yes, one of the questions asks for a program implementation timeline. We are well aware and understanding of the current labor situation.
- 23. Can we use our own hiring process?** Yes.
- 24. There are some organizations I would love to partner with, could I be included in a partnership with an agency through one proposal and submit my own proposal?** It would not disadvantage an agency if they chose to apply as a partnership. The program offers stipulate one proposal, per agency, per program offer. Do not submit one proposal on your own and then another

partnering with an agency to the same program offer as that would be two proposals when you can only do one proposal per program offer.

- a. **Follow up to Question 24 – If I qualify for two program offers, I can do a partnership for one and then apply for the other on my own? Yes.**
- b. **Follow up response to Question 24, brought up later in the meeting – You can also partner with other organizations after the proposal is submitted. A partnership does not need to be explicitly articulated in the proposal. The SHS Team can also help support any coordination needed for this.**
- c. **Follow up to Question 24, brought up later in the meeting – to bring it back to the question I asked earlier, do both or all entities still need to be qualified for said services? Back in the original meeting the three counties had, the answer to this question was that it depends on the subcontracting language from each County. A direct answer for this was unable to be provided during the meeting but is provided in this document as follows: Applying agencies may use subcontractors not previously qualified through the RFPQ if those subcontractors are delivering services not specifically covered by the scope of work or scope of services listed in the program offer. For example, an agency may subcontract with another entity to provide interpretation services to the clients that the qualified agency is serving, and that interpretation provider need not be qualified in the RFPQ. If an applying agency wishes to subcontract with another agency for the delivery of some portion of the scope of work identified in the program offer, that subcontracted agency must also be qualified in the RFPQ.**

25. It says that services are expected to launch in June, 2022 or as soon as contracts are executed. If we are ready to launch in May, do you have a time in mind between length of award and contracts being executed? We have an aggressive timeline to ensure many of these services are in place before July 1. With our projected timeline, we are looking at having our Board of County Commissioners considering the contracts for execution in the middle of June. Having the Board execute a contract in May is highly unlikely.

26. The scoring matrix includes ability to initiate services, would one be awarded more points if they demonstrate they are already at capacity to initiate services rather than someone who still needs to hire staff as that would include a delay before they could initiate services? The answer is slightly different depending on the program offers. Ability and capacity to initiate services is primarily what is being assessed.

- a. **Follow up to Question 26 – The Peer Support Services Program Offer states “Clearly demonstrates the ability to implement the capacity/staffing necessary to successfully initiate and fully implement services”. I can kind of read that as are you proving that you can initiate this quickly, and if you write in your proposal that we have a hiring plan, but we don't know what the eta would be, would that be counted against us?** This does not have a temporalizing modifier in that statement. A committee will be scoring these, points will be assigned to that question and we can work with the committee to ensure that there is clarity as to what the question means. Timelines to

initiate services may be scored differently if one can initiate services within a few months while another is looking at six to seven months.

- 27. I'm still trying to define shelter and helping people get housed. Would it be fair to say that paying deposits and rent no longer fits into helping people get housed? Could helping people pay deposits or rent fit into a shelter model?** The rent would not fit, that is a rapid rehousing program component which could be connected to a shelter program. Deposits are a basic barrier buster expenditure and can be included. There is a section of the budget template for client services funds and we can work through the parameters of those, but as of now, flexible client funds include deposits in instances where it is appropriate.
- 28. If I am required to have insurance and have some other things in place before I get reimbursed and I have zero funding, is it possible to get the initial funds advanced?** In the event that an agency needs start-up costs we can advance those. A certain amount of the contract's value can be advanced at the front end to help get the program started and then move to a reimbursement model. Proposers should include this in their proposal as the SHS team needs to receive approval for any advances.
- 29. For the budget, I was thinking of the admin section as more than a percentage. I have things above and beyond the program team. I just want to clarify that the admin % will be provided at a later date?** The maximum admin rate was not able to be provide during the meeting but is provided in this document as follows: The SHS measure does not stipulate a cap for administrative costs for contracted community based organizations. Clackamas County SHS will seek to honor a federally negotiated indirect rate with organizations that have such approved rates. Otherwise, we recommend that proposing agencies limit their administrative costs to 12% of the proposed budget minus rent and equipment. Additionally, certain costs aren't included in the indirect admin rate, so this would be separate from employees and other similar costs.
- 30. It looks like the budget template is just for the first year, will we have the opportunity to propose budgets for additional years with increased amounts to go with inflation and raises?** This would be included in contract negotiations.
- 31. It sounds like we can serve our current clients, we just need to run them through the process and they choose us as their preferred provider?** Yes, that is true for housing programs but not for outreach and shelter programs. Additional discussions regarding the CHA process will be had after any funding is awarded.
- 32. Once you do the review process and have the intent to award, can the selected organizations receive a contract template to run through their legal process for an initial look and help speed up the contracting process?** Yes, but templates are already provided in the RFP and all of the program offers.

- 33. Are agencies which qualified for wrap-around services able to apply for both supportive housing case management as well as Shelter + Care?** Yes, agencies that qualified for wrap-around services through the Tri-County RFPQ are eligible to apply for both of those components.
- a. Follow-up to Question 33 – Are we limited to only offering the wrap-around service that we initially wrote about in the RFPQ?** No, if you are eligible for wrap-around services you can apply for the full scope of both components.

Questions received via email

- 34. I was looking through Clackamas County's open bids that were distributed today and came across the eligible providers for the current program offers. I see that only providers who qualified during the RFPQ in January are listed as eligible. I was told that I didn't need to apply for the January RFPQ because we already qualified during the Washington County process and that the other counties would be able to qualify us from that. Attached is the pdf that Jes Larson sent out on 3/15 showing that we are a part of the Tri-County Provider Pool, I also responded to their survey that we are interested in contracting with Multnomah and Clackamas Counties in the future. I'm trying to understand why we aren't considered an eligible provider for the current bids even though we are qualified for the Tri-County Supplier Pool, can you clear that up for me?** We are only able to use the pool of eligible providers from the Tri-County RFPQ and not the Washington County RFPQ for this round of program offers. We are working with the other two counties on a fix to this issue.
- 35. The document keeps referring to Clackamas. The PSU Landing at FUMC is in Multnomah County. Does the document refer to all three counties in the metro area?** These program offers and RFP issued by the Housing Authority of Clackamas County are specific to Clackamas County and do not apply to all three counties in the Metro area.
- 36. How do we get the attachments (Attachment F, etc) in a fillable format?** A fillable version of attachments A and F will be made available when the addendum with the questions and answers is posted this week. It will be posted on the HACC Bids and RFPS webpage here: <https://www.clackamas.us/housingauthority/bids.html>. The fillable versions of attachments A and F are now available in this document on Pages 16 and 17 of this document.
- a. Follow up to Question 34 - Does that mean that there will be an extension on the proposal due date which is Monday 4/11 as to allow for equity in the application process? Small and emerging organizations may not have dedicated grant writers who can pivot at a moment's notice to submit applications with updates.** The deadline is not going to be extended.
- 37. In Program Offer #03-2022-02, Outreach and Engagement Services the proposal references the coordinated Housing Access Waitlist as the primary source for referrals. Can you provide demographic information for people who are currently on the waitlist? Is there flexibility to serve families who are not currently on the waitlist, or for staff in the project to support with getting clients in need of services on the waitlist? We are primarily interested in providing**

outreach and engagement to BIPOC, immigrant and refugee communities who currently are not familiar with the Coordinated Access system, and we would appreciate culturally responsive options to ensure that these communities have equitable access to the services.

The Clackamas County Coordinated Housing Access 2022 Waitlist Analysis (attached here as pages 13-15 of this document) provides demographic information for the CHA waitlist. Yes, there is flexibility to serve households not currently connected to Coordinated Housing Access with outreach and engagement, including outreach designed primarily to reach BIPOC, immigrant, and refugee communities not currently familiar with Coordinated Housing Access.

38. In Program Offer #03-2022-05, Supportive Housing Case Management & Shelter + Care the proposal references 200 households who have obtained permanent housing and wish to receive supportive services to support housing stability. Can you provide demographic information for people currently receiving these services? The program offer's reference to "200 households who have obtained permanent housing" is to households who will have been matched with housing navigation and placement services in the future, who subsequently placed in housing, and who would like to be matched with a provider of supportive housing case management services. We cannot predict the demographics of these 200 households, though the CHA Waitlist Analysis provides a sense of the overall demographics of households currently in Coordinated Housing Access waitlists.

39. We have historically budgeted for flex funds for housing support for our clients to such as rent assistance, deposits, etc. Is this allowable under this opportunity? And, will Bridge motel funds continue to be available to our clients or should we include them in this budget?

Including flex funds for housing support for clients in proposed budgets is allowable. H3S intends to continue some measure of motel shelter for people experiencing homelessness but that does not preclude an agency from including motel funds in their budget. The scope and duration of the current County-funded motel shelter program is still under consideration and no final decisions have yet been made.

40. We are passionate about outreach and engagement services- while our primary focus is on stabilizing our current program and ensuring we can expand to serve those on the waitlist, is there a service gap in this area? If so we may consider applying to create another Outreach team to serve the identified population. There has historically been a gap in outreach services to people experiencing homelessness in Clackamas County. The SHS Local Implementation Plan emphasized the expansion of outreach services, which are listed twice in the Plan's stated priority program investments (pp. 21-22).

41. With regards to benefit services- Our BEST team is considering applying and we would like to know about how many people you would anticipate needing SSI/SSDI help? Also, if we include benefit specialist FTE in the justice system diversion program offer could they serve other clients in Clackamas County beyond justice system diversion enrolled clients? We estimate that up to 80% of Population A could be served by SSI/SSDI benefits access and recovery services. The SHS Local Implementation Plan stated the estimated number of people who meet the definition of Population A in Clackamas County as 997 (p. 17). As to whether a full-time

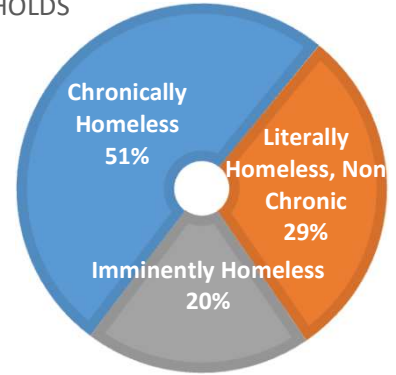
employee benefit specialist in an agency program could provide benefits recovery services to people not enrolled in a specific component of that agency's program, that is a question for the agency's program design; no HACC or SHS restrictions or policies would prevent the agency from so designing that program's benefit specialist's role.

- 42. From the RFP for Program Offer #03-2022-05 Supportive Housing Case Management & Shelter + Care, the document lists us as only eligible for Outreach & Engagement and Wrap Around Services. This is an error. I've attached the combined Tri County Service Provider Pool list we received earlier this month. Can you please confirm that we are eligible to apply for this Supportive Housing Case Management & Shelter + Care RFP?** The list of eligible providers attached to the five program offers is the correct list. We are only able to use the pool of eligible providers from the Tri-County RFPQ and not the Washington County RFPQ for this round of program offers. We are working with the other two counties on a fix to this issue. To be eligible for Program Offer #03-2022-05 Supportive Housing case Management & Shelter + Care, providers must have qualified for either Supportive Housing Stabilization or Wrap-around Supports through the Tri-County RFPQ. You qualified for wrap-around supports through the Tri-County RFPQ and are eligible to apply for that Program Offer.
- a. **Follow up to Question 42 - In my previous email I attached the full list of eligible providers based on both RFQs where it shows we were approved through both methods to provide: Outreach & Engagement, Connections to Stable Housing, Supportive Housing Stabilization, and Wrap-around Supports. We don't understand why Clackamas is choosing to not honor the Tri County system RFPQs which were supposed to streamline this whole process.** First of all I have to acknowledge that this is very frustrating. I have worked exhaustively with our legal counsel for the past two weeks to try to find another resolution to this than what we communicated to you. What Jes Larson emailed you is correct – an agency that qualified under the Washington County RFPQ and answered “yes” to cooperative purchasing is qualified to contract with Clackamas and Multnomah *through cooperative purchasing.” That means that if Washington County were to award your organization a contract off of that first RFPQ, we or Multnomah County could cooperatively purchase the same scope of services from your organization for the same pricing and terms established in its contract with Washington County. The Tri-County RFPQ established a shared pool of qualified providers that each of the three counties can contract with through their own allocation processes (for us, the program offers). But according to our counsel, by procurement law we can only include agencies that qualified under that specific solicitation – the Tri-County RFPQ – in this allocation process. The counties are working together to find the best and fastest way to address this issue, but for the program offers issued Monday, we are bound to the qualified pool of the Tri-County RFPQ. There is a *lot* more work to do to end chronic homelessness in Clackamas County, and a great deal more revenue that we will be contracting out over the coming months and through the life of this program. We remain committed to streamlining and regionalizing these processes and are working with Washington and Multnomah to find that path forward.

Clackamas County Coordinated Housing Access (CHA) 2022 Waitlist Analysis

Overall Households in CHA 1,331
Approximate Number of People 1,908

HOUSEHOLDS



Households 1,331

Chronically Homeless	674
Literally Homeless, Non Chronic	393
Imminently Homeless	264

Families with Children 225

Chronically Homeless	95	42%
Literally Homeless, Non Chronic	63	28%
Imminently Homeless	67	30%
Average household size: 2.92		

Adult Only 1,051

Chronically Homeless	569	54%
Literally Homeless, Non Chronic	321	31%
Imminently Homeless	161	15%
Average household size: 1.20		

Subpopulations:

Youth Households Under Age 25 83

Chronically Homeless	20	24%
Literally Homeless, Non Chronic	15	18%
Imminently Homeless	48	58%

Adults Age 62+ 196

Chronically Homeless	78	40%
Literally Homeless, Non Chronic	77	39%
Imminently Homeless	41	21%

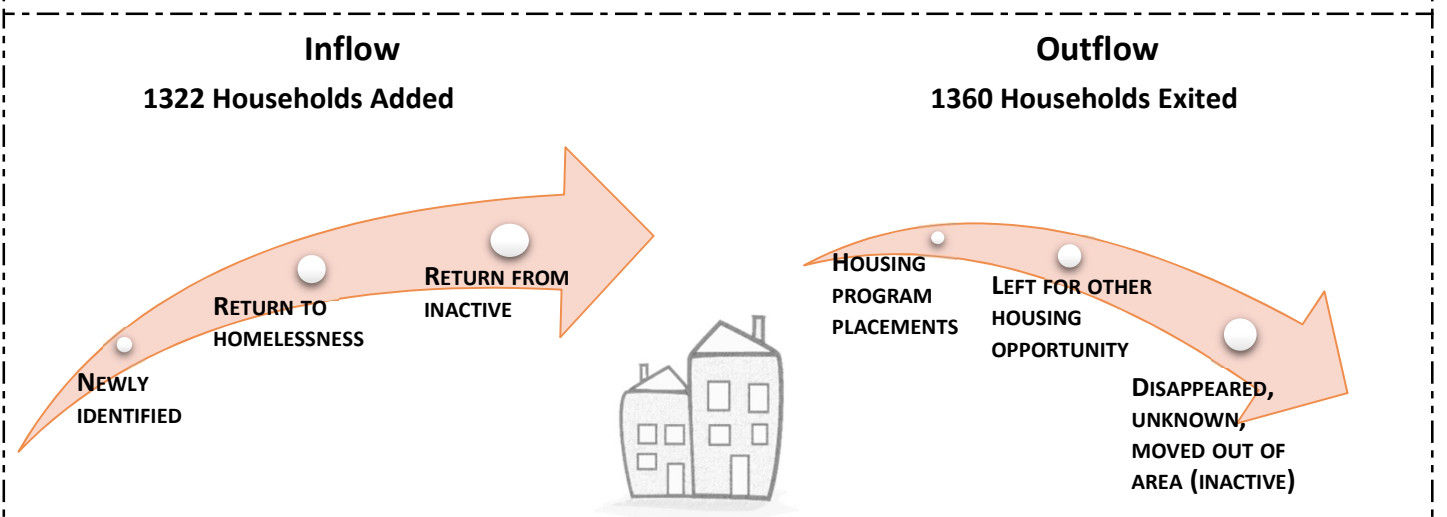
Survivors of Domestic Violence 412

Chronically Homeless	194	47%
Literally Homeless, Non Chronic	119	29%
Imminently Homeless	99	24%

Veteran Households 79

Chronically Homeless	29	37%
Literally Homeless, Non Chronic	34	43%
Imminently Homeless	16	20%

CHA Waitlist Movement January 2020 - December 2021



Definitions

Coordinated Housing Access (CHA)	The system created to allow people experiencing a housing crisis to access, through a single point of contact, all homelessness prevention and housing programs.
Imminently Homeless	Must be out of current residence within 14 days, with no subsequent nighttime residence identified and lacking resources to obtain subsequent residence.
Literally Homeless	Sleeping in either an emergency shelter, transitional housing program, or place not meant for habitation (car, tent, street, barn, abandoned building, garage, etc.).
Chronically Homeless	Sleeping in emergency shelter or place not meant for habitation, have slept in such a location for at least 12 months of the past 3 years, and have a diagnosed disability.
Household	A group of people who are either currently staying together or who plan to stay together once adequate residence is identified. Can include those with or without children.
Youth Household	Household where no member is over the age of 24. Can include those with or without children.

Top Areas Where People Have Been Staying

Clackamas County	357	<div style="width: 26.8%;"></div> 26.8%
Oregon City	202	<div style="width: 15.2%;"></div> 15.2%
Multnomah County	167	<div style="width: 12.5%;"></div> 12.5%
Milwaukie	154	<div style="width: 11.6%;"></div> 11.6%
Gladstone	55	<div style="width: 4.1%;"></div> 4.1%
Happy Valley	53	<div style="width: 4.0%;"></div> 4.0%
Other County or area	49	<div style="width: 3.7%;"></div> 3.7%
Canby	34	<div style="width: 2.6%;"></div> 2.6%
Wilsonville	32	<div style="width: 2.4%;"></div> 2.4%
Molalla	30	<div style="width: 2.3%;"></div> 2.3%
Sandy	25	<div style="width: 1.9%;"></div> 1.9%
Estacada	18	<div style="width: 1.4%;"></div> 1.4%
Lake Oswego	17	<div style="width: 1.3%;"></div> 1.3%
Boring	10	<div style="width: 0.8%;"></div> 0.8%
Beavercreek	7	<div style="width: 0.5%;"></div> 0.5%

Head of Household Demographics

Overall Households in CHA

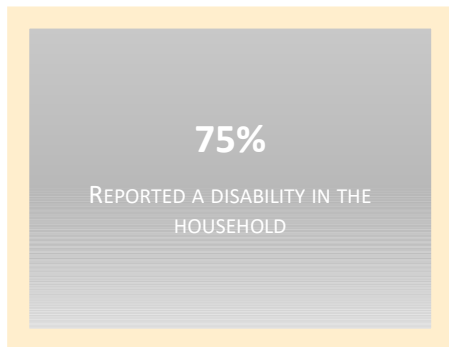
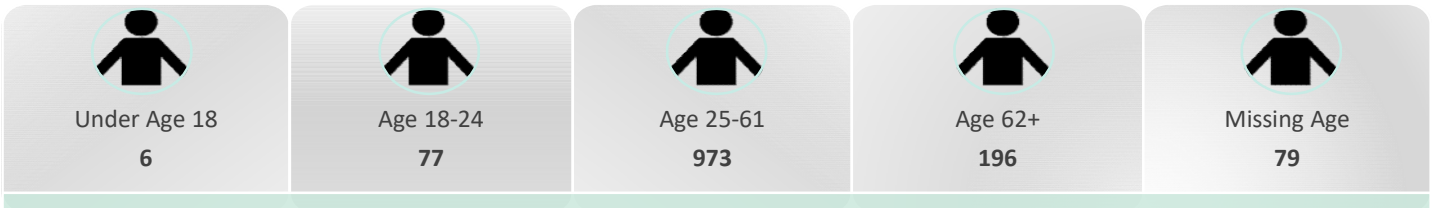
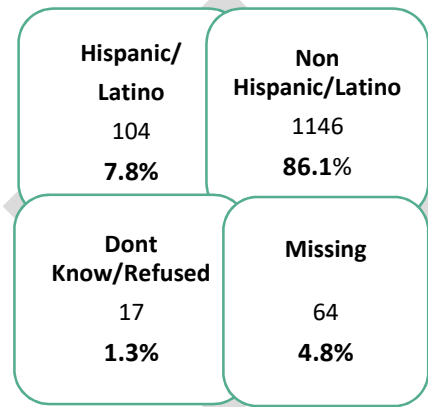
1,331

Many of the categories on this page display missing data. The majority of missing data comes from participants screened through a domestic violence service provider. In accordance with statutory requirements, not all of their demographic data is recorded in our database. 173 households were screened through a domestic violence service provider.

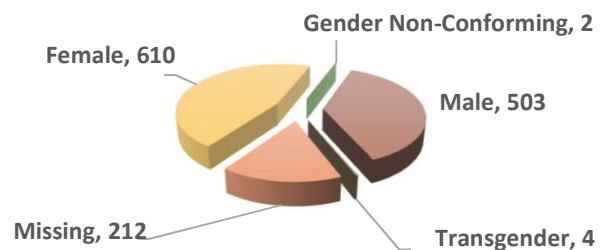
Race

American Indian or Alaska Native	39	2.9%
Asian	7	0.5%
Black or African American	70	5.3%
Native Hawaiian/Pacific Islander	17	1.3%
White	1035	77.8%
Multiple Races	88	6.6%
Don't Know/Refused	34	2.6%
Missing	41	3.1%

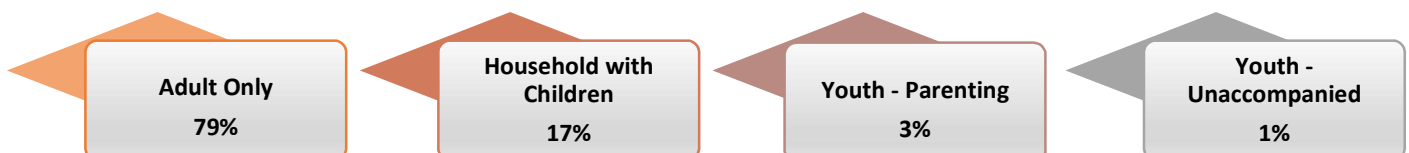
Ethnicity



Gender



Household Type



Attachment A: Proposal Certification

Supportive Housing Services

Submitted by: _____
(Must be entity's full legal name, and State of Formation)

Each Proposer must read, complete and submit a copy of this Proposal Certification with their Proposal. Failure to do so may result in rejection of the Proposal. By signature on this Proposal Certification, the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury, the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS: As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Proposer is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Proposer to 24% backup withholding.

SECTION II. NON-DISCRIMINATION: That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST: The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this Proposal, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Proposer to submit this Proposal. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a proposal for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION: The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the Program Offer (including any attachments); and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the Program Offer and Proposal; and
4. Will use recyclable products to the maximum extend economically feasible in the performance of the contract work set forth in this Program Offer.

Primary Contact Name: _____ Date: _____

Signature: _____ Title: _____

Email: _____ Telephone: _____

State of Oregon Business Registry #: _____ SAM.gov #: _____

Business Designation (check one):

- Corporation Partnership Sole Proprietorship Non-Profit Limited Liability
 Company Resident Quoter, as defined in ORS 279A.120 Non-Resident Quote. Resident State: _____

Attachment F: Budget Template

Budget Template		
Line Item Category	Narrative/Description <small>Please provide a detailed description of each line item</small>	Funds Requested
Personnel		
Personnel Subtotal:		
Program Operations		
Program Operations Subtotal:		
Client Services		
Client Services Subtotal:		
Capacity Building		
Capacity Building Subtotal:		
Administration		
Indirect Administration		
Administration Subtotal:		
Total Funds Requested		