

Clackamas County Social Services Division is issuing a Notice of Funding Opportunity (NOFO) to provide homeless system diversion, homelessness prevention and rapid re-housing services to households who are un-housed or at high risk of homelessness in Clackamas County during 2017-2018 & 2018-2019. To request that this NOFO be translated into another language, contact Jessica Diridoni at (503) 655-8646 or via email: jdiridoni@clackamas.us

La División de Servicios Sociales del Condado de Clackamas está emitiendo un Aviso de Oportunidad de Financiamiento (NOFO) para proporcionar desvío del sistema de personas sin hogar, para la prevención de desalojo y servicios rápidos de rehabilitación a hogares o con alto riesgo de perder su vivienda en el Condado de Clackamas durante el 2017-2018 y 2018-2019. Para solicitar que este NOFO se traduzca a otro idioma, comuníquese con Jessica Diridoni al (503) 655-8646 o por correo electrónico jdiridoni@clackamas.us

Отдел социальных услуг округа Калкамас публикует Уведомление о возможности финансирования (NOFO) для обеспечения бездомной системы, предотвращения бездомности и быстрого восстановления жилья для семей которые не имеют жилья или подвергаются высокому риску бездомности в округе Клакамас в 2017-2018 и 2018-2019 годах. Чтобы запросить перевод этой уведомление на другом языке, свяжитесь с Джессикой Диридоки по телефону (503) 655-8646 или по электронной почте: jdiridoni@clackamas.us

Clackamas County Social Services Division

Issues the Following

NOTICE OF FUNDING OPPORTUNITY (NOFO)

**TO PROVIDE HOMELESS SYSTEM DIVERSION, HOMELESSNESS PREVENTION
AND RAPID RE-HOUSING SERVICES TO HOUSEHOLDS WHO ARE
UN-HOUSED OR AT HIGH RISK OF HOMELESSNESS IN CLACKAMAS COUNTY
DURING 2017-2018 & 2018-2019**

Board of County Commissioners

Jim Bernard, Chair

Sonya Fischer, Commissioner

Ken Humberston, Commissioner

Paul Savas, Commissioner

Martha Schrader, Commissioner

Date of Issuance: Tuesday, December 12, 2017

Applicant Information Meeting: Tuesday, December 19, 2017
8:30 AM – 10AM, 2051 Kaen Road, Room 238

Question Submittal Deadline: Wednesday, December 20, 2017 by 5PM

Applications due no later than 5:00 P.M., Tuesday, January 2, 2018
via electronic submittal.

Postmarks and faxes will not be considered.

Issuing Office: Clackamas County Social Services
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**SYSTEM DIVERSION, HOMELESSNESS PREVENTION
AND RAPID RE-HOUSING SERVICES
2017-2018 & 2018-2019
NOTICE OF FUNDING OPPORTUNITY AND GRANT APPLICATION**

1. PROGRAM DESCRIPTION

Clackamas County Social Services and Clackamas County Community Development seek one or more providers for Homeless System Diversion, Homelessness Prevention, and Rapid Re-Housing for homeless persons and persons at imminent or high risk of homelessness. This is a project designed to prevent and reduce homelessness in Clackamas County. Households of any configuration (single adults, couples, families with children, extended families) will be eligible for all services. The project also seeks to gather comprehensive data on strategies that are effective given the geography, service landscape, population and other characteristics of Clackamas County.

Clackamas County's Coordinated Housing Access System will be the only source to assess, identify and refer participants for each service element.

In order to provide the most flexible and person-centered services to prevent and end homelessness, projects must encompass all elements: Homeless System Diversion, Homelessness Prevention, and Rapid Re-Housing.

1.2 DEFINITION OF SERVICE CATEGORIES

Homeless System Diversion

A problem solving strategy that prevents people who are homeless or at imminent or high risk of homelessness from entering the homeless system by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent/stable housing. Homeless system diversion is flexible and may include support to overcome other kinds of barriers that would lead to housing stability. Mediation and conflict resolution are also important elements of homeless system diversion.

Homelessness Prevention

A strategy that prevents people at imminent or high risk of homelessness from becoming homeless by providing financial assistance and services. Homelessness prevention must focus on individuals and families who it can reasonably be assumed would become homeless but for this assistance.

Rapid Re-Housing

A strategy that shortens the length of homelessness by providing short-term financial assistance and services to help people who are homeless access and maintain permanent and stable rental housing quickly. For this project, both households with children under 18 and households without children under 18 will be eligible for Rapid Re-Housing.

1.3 PROJECT FUNDS - HOUSING STATUS ELIGIBILITY

For the purposes of this project, Oregon Housing and Community Services Housing Status Categories 1 – 5 apply. Eligible applicants for program services must meet, and providers must document, one of the following categorical definitions of homeless and at risk of homelessness:

Category 1: Literally Homeless—Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- Living in a primary nighttime residence that is a public or private place not designed for human habitation (including, but not exclusive to, a car, park, abandoned building, bus or train station, airport or camping ground);
 - Living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional shelter, and hotels or motels paid for by charitable organizations or by federal, state or local government programs);
- OR
- Exiting an institution where he or she has resided for 90 days or less AND who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2: Imminent Risk of Homelessness—Individual or family who will imminently lose their primary nighttime residence provided that:

- The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- No subsequent residence has been identified; AND
- The individual or family lacks the resources or support networks (e.g., family, friends, faith-based or other social networks) needed to obtain other permanent housing.

Category 3: Homeless Under Other Federal Statutes—Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, (literally homeless, imminent risk of homelessness or fleeing/attempting to flee domestic violence) but who:

- Are defined as homeless under other listed federal statutes;
- Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the program assistance application;
- Have experienced persistent instability as measured by two moves or more during the preceding 60 days; AND
- Can be expected to continue in such status for an extended period of time due to special needs or barriers.

Category 4: Fleeing/Attempting to Flee Domestic Violence—Individual or family who:

- Is fleeing, or is attempting to flee, domestic violence;
- Has no other safe residence; AND
- Lacks the resources or support networks to obtain other permanent housing.

Category 5: Unstably Housed—Individual or family who:

- Is at risk of losing their housing, and does not otherwise qualify as homeless under the above listed (1-4) categories, provided that:
- They have been notified to vacate current residence or otherwise demonstrate high risk of losing current housing; AND
- Lack the resources or support networks to obtain other permanent housing

1.4 PROJECT FUNDS – INCOME ELIGIBILITY

Project participants must be low income with gross household income at or below 80% of area median income. Income includes the current gross income of all adult household members. Income earned by household members who are minors or full-time students AND are not considered heads of household is excluded. While household assets should be identified to determine that an applicant lacks the resources to obtain or retain permanent housing, they are generally not counted as income.

2017 Persons	80% Area Median Income	
	Annual	Monthly
1	\$41,850	\$3,487
2	\$47,800	\$3,983
3	\$53,800	\$4,483
4	\$59,750	\$4,979
5	\$64,550	\$5,379
6	\$69,350	\$5,779
7	\$74,100	\$6,175
8	\$78,900	\$6,575

Area median income may change for 2018.

Service Boundaries

Services under this NOFO are reserved for Clackamas County residents who meet the eligibility guidelines. Persons who are literally homeless and who may be sleeping in areas in which the County boundary is unclear will also be eligible if they are accessing services such as schools, meal sites and the like in Clackamas County. Persons currently residing in neighboring counties who were recently residing in, employed in or otherwise have strong ties to Clackamas County will also be eligible.

Project Expectations

Approach – National and local best practices include Housing First, Trauma Informed Care, Cultural Responsiveness/Cultural Specificity, Assertive Engagement and Person-Centered Care. Successful applicants will incorporate these or similar elements into their responses and service delivery models.

Schooling – All school-aged children will be enrolled in and attending school.

Screening – 100% of participant households served will be screened to determine whether they are accessing all entitlement benefits they are eligible for including but not

limited to TANF, SNAP, OHP, WIC, veterans benefits, McKinney-Vento/ESSA homeless student services, TANF-DV grants, and child support. Persons who are not fully accessing entitlement benefits shall be assisted in enrolling in entitlement benefits should they choose to do so.

Project Outcomes

Homeless System Diversion – At least 50 households or 20% of households requesting shelter or homeless housing through the Coordinated Housing Access system, whichever is smaller, are diverted from entering the system. This total could be accomplished by adding results of multiple providers, or by a sole provider.

Homelessness Prevention – At least 80% of households served are permanently housed at exit and of those, 80% retain permanent housing for at least 90 days after the end of subsidy.*

Rapid Re-Housing – At least 60% of households exit to permanent housing and of those, 80% retain permanent housing for at least 90 days after the end of subsidy.*

*Clackamas County acknowledges that some households may enter services later in the project period and that it may not be possible to complete this measure for all households. The measure applies to those households whose subsidy ends on or before March 31, 2019.

Project Outputs

Provider(s) are encouraged to propose a number of households and individuals to be served that best fits the scope of their project, their anticipated service population and the proposed service elements and delivery methods. This project output proposal is included on the budget and output template.

HMIS Data Entry and License Fees

Each organization must perform their own HMIS data entry. Proposals from new providers may include up front set up costs, estimated at \$200/user and up to two (2) HMIS licenses per organization, estimated at \$252/year/user. Clackamas County will provide mandatory training in HMIS data entry at no cost to new providers.

2. AWARD INFORMATION

Applicants will establish a subrecipient 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 over a period of 2 fiscal years.

Estimated funding period/term of agreement: Eighteen (18) months, January 1, 2017 to June 30, 2019.

Estimated funding available: \$450,000.

The funding source is the State of Oregon Housing & Community Services Department. Successful applicants will enter into a grant agreement for non-federal funds. Additional funding may be available during the grant period. If additional funding becomes available, it will be allocated to providers based on capacity and utilization.

3. FUNDING AVAILABLE AND BUDGET INFORMATION

Clackamas County recognizes that for some applicants, personnel costs will be a necessary element of successful service delivery. Thus, for each type of service a maximum amount allowable for staffing has been established. Applicants may include up to this percentage of their total proposal in the corresponding service element for direct service staff wages (including taxes and fringe benefits) and mileage incurred providing direct services included in this project.

Total Available Funding \$450,000	System Diversion	Homelessness Prevention	Rapid Re-Housing
Percent of total	20%	40%	40%
Funding Level	\$90,000	\$180,000	\$180,000
Minimum Direct Service	50%	75%	75%
Maximum Personnel & Mileage	50%	25%	25%

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 \$450,000. If multiple applicants are selected, each applicant would receive an amount that is lower than \$450,000.

Applicants may apply to provide services for an amount less than or equal to the total funding level for each service category.

ELIGIBLE COSTS:

- Participant rent
- Participant move-in costs
- Rental application fees
- Utility deposits necessary to establish service
- Other one-time expenditures such as identification that will remove barriers to permanent housing placement or housing stability when no other resources are available.
- Expenditures related to employment or employment training that will support participants to increase their incomes. Examples include work clothes and textbooks for vocational training courses when no other resources are available.

- Personnel salaries, taxes and benefits proportional to time needed to deliver the proposed services, not to exceed the maximum percentage for the corresponding service element.
- Mileage reimbursement at organization's standard rate, not to exceed federal rate, for direct service personnel travel directly related to delivering services in this project, and not to exceed the maximum percentage for the corresponding service element.

Note: Administrative and/or overhead expenses are NOT eligible costs for funding in this NOFO.

No matching funds are required. However, additional consideration during the evaluation process may be granted to applicants based on the type and level of additional resources committed to the project.

4. APPLICANT ELIGIBILITY

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

- 4.1 No fees shall be charged to persons who are homeless or at risk of homelessness for participating in any project funded services.
- 4.2 Organizations must provide proof that they have commercial general liability insurance not less than \$1 million per occurrence/\$2 million general aggregate and all additional insurance and endorsements as required in the Non-federal Subrecipient Agreement template (to be posted on a future date at the webpage listed in Section 6.5).
- 4.3 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 as specified in the Non-federal Subrecipient Agreement template. No vehicles for use in this project will be provided by Clackamas County.
- 4.4 Confidentiality. Any and all information regarding any individual serviced by the Project is strictly confidential. All provider and project staff members are expected to comply with the most current local, state and federal laws regarding confidentiality. Information in any form, including in aggregate, shall not be released to any party without the authorization of the individual and/or County.
- 4.5 Organizations must certify that they are ADA accessible.
- 4.6 Organizations must comply with all federal and state Non-Discrimination laws and policies, including, but not limited to:
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.'
and all State of Oregon Non-Discrimination statutes including but not limited to Chapter 659A.

Applicant shall comply with all federal laws, regulations, and executive orders applicable to the Agreement. Without limiting the generality of the foregoing, Applicant agrees to comply with the following laws, regulations and executive orders: (a) Title VI, VII, and VIII of the Civil Rights Act of 1964, as amended, (b) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, (c) the Americans with Disabilities Act of 1990, as amended, (d) Executive Order 11246, as amended, (e) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended, (f) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, (g) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; 42 USC 2000d, (h) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex, (i) 20 U.S.C. §1681, (j) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse, (k) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (l) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records, (m) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made, (n) the requirements of any other nondiscrimination statute(s) which may apply to Grant award, (o) all regulations and administrative rules established pursuant to the foregoing laws, (p) all other applicable requirements of federal civil rights and rehabilitation statutes, rules and regulations, and (q) all federal law governing operation of Community Services programs. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to this Agreement and required by law to be so incorporated. No federal funds may be used to provide Services in violation of 42 U.S.C §14402.

- 4.7 Organizations are required to collect demographic information on individuals accessing services. The Homeless Management Information System (HMIS) is a confidential database managed by Clackamas County. Organizations agree to comply with current HMIS Policy and Procedures and adhere to HMIS reporting requirements. Organizations must have the ability to enter their own HMIS data or if a domestic violence service provider, provide Clackamas County with equivalent de-identified data for reporting purposes.
- 4.8 Organizations must agree to submit all required financial and demographic documentation as specified in the grant agreement.
- 4.9 Provider must agree to maintain and retain all records as specified in the grant agreement.
- 4.10 Organization must provide proof of registry number to do business with the Oregon at the Secretary of State online registry system:
http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login
- 4.11 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 this contract. 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 participants should criminal convictions occur during the term of the project.

4.12 Organizations will be evaluated on past performance in previous contracts and grant agreements with Clackamas County. Items to be considered will include spend-out of contracts and agreements, timeliness of report submittals, and adherence to HMIS policies.

4.13 Organizations agree to allow Clackamas County to include information on service availability and access points in press releases sent to the media and on websites including but not limited to 211 and the Clackamas County website.

5 SCOPE OF WORK

The applicant will be required to perform the following work in accordance with the terms and conditions in an awarded contract.

5.8 Use a person centered, problem solving, flexible approach to determine whether individuals and households referred by the Coordinated Housing Access system can be diverted from entering the homeless services system. Provide diversion whenever possible.

5.9 Review information and notes from Coordinated Housing Access system in HMIS prior to initial participant contact in order to streamline service access and provide trauma informed services to participants.

5.10 Obtain all eligibility and ongoing service documentation and operate program as outlined in [Oregon Housing and Community Services State Homeless Funds Program Operation Manual, Emergency Housing Assistance Program](#) (link to be provided at the webpage listed in Section 6.5).

5.11 Provide the type, level and duration of service that will address participants need as quickly as possible and for as short a time and as low of a cost as possible.

5.12 When homelessness prevention or rapid re-housing are provided, issue payments to landlords as quickly as possible.

5.13 Submit all required financial and demographic information per established timelines.

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 10 pages maximum, excluding the budget and cover page. 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 Narrative

6.2.1. Experience

Briefly (no more than two (2) pages) describe your experience with the following:

- a. Providing Homelessness Prevention and/or Rapid Re-Housing Services to homeless adults and/or families.
- b. Providing services that are equitable, respectful, and relevant to people from a wide variety of cultures and backgrounds.
- c. Ensuring that accurate and complete HMIS data is collected and entered in a timely way.

6.2.2. Approach to the Work

Briefly (no more than five (5) pages excluding Budget and Output Template and Budget Narrative) explain your approach to the project based on the following factors, knowing that all referrals will be from the Clackamas County Coordinated Housing Assessment system:

- a. How will you deliver Homeless System Diversion?
- b. How will you deliver Homelessness Prevention?
- c. How will you deliver Rapid Re-Housing?
- d. How will the project be staffed?
- e. How will you ensure that the outcomes are met or exceeded?
- f. Up to three (3) pages of any other materials that are relevant to this program may be included as supporting documentation.

6.2.3. References

Provide the contact names, agency or jurisdictional affiliation, telephone number and email addresses for two references who can attest to your qualifications to perform services described in this NOFO.

6.3 Budget

Complete the **Budget and Output Template** (provided at the webpage listed in Section 6.5) showing your plan to utilize County funds as well as any additional resources you commit to bringing to the project. The budget should be for the estimated 18-month project period from January 1, 2018 to June 30, 2019.

Provide a Budget Narrative (no more than one (1) page) that explains:

- a. Method for calculating each budget amount.
- b. Detailed description of any additional resources you plan to contribute to each budget line for the project and their sources.

- c. Whether the project can be scaled up or down should more or less money than your request be available.
- d. Description of the methodology and calculation used to determine the proposed outputs for each proposed service.

6.4 Certification - Signed statement that all requirements listed above in Sections 4 APPLICANT ELIGIBILITY and Section 5 SCOPE OF WORK will be met. This signed statement may be included as part of the cover page.

6.5 Addenda & Application Questions – Questions or clarifications shall be submitted via email to both:

Jessica Diridoni: jdiridoni@clackamas.us and Erika Silver: esilver@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 during the week of the closing. An applicant information meeting will be held on **Tuesday, December 19, 2017** as indicated on page 2 of the NOFO announcement. **Questions must be submitted no later than 5pm on Wednesday, December 20, 2017.** Responses to questions will be posted online as 'FAQ Addendums' on Clackamas County's NOFO webpage: <http://www.clackamas.us/grants/>

6.6 Application Due Date – Applications are due no later than **5pm Tuesday, January 2, 2018**, as described above. Applications will be reviewed immediately upon submission. Electronic submission is required for all applications. **Submit via email to both:**

jdiridoni@clackamas.us & esilver@clackamas.us
Faxed and hardcopies will not be accepted.

7 APPLICATION EVALUATION

7.1 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, and applicants will be scored as indicated on the Applicant Evaluation form (provided at the webpage listed in Section 6.5).

7.2 All funding decisions will be contingent upon availability of funding.

8 APPEAL PROCESS

Applicants not approved as a provider of services outlines in this Notice of Finding Availability 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: jdiridoni@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.

Budget and Output Template

System Diversion, Homelessness Prevention and Rapid Re-Housing

Applicant:	
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Estimated Project Period: 1/1/2018-6/30/2019

Budget Summary

Homeless System Diversion Proposed Amount (20%)			\$ -
Homelessness Prevention Proposed Project Amount (40%)			\$ -
Rapid Re-Housing Proposed Amount (40%)			\$ -
Total			\$ -

Proposed Project Budget and Output Detail

(do not fill in the shaded cells)

Allowable Costs by Element	Amount Requested	Projected Total Households	Projected Total Persons
Homeless System Diversion			
Participant rent and deposits			
Other eligible client assistance			
Personnel & mileage (up to 50% of total)			
Personnel FTE – enter number of full-time employees			
Homelessness Prevention			
Participant rent and deposits			
Other eligible client assistance			
Personnel & mileage (up to 25% of total)			
Personnel FTE - enter number of full-time employees			
Rapid Re-Housing			
Participant rent and deposits			
Other eligible client assistance			
Personnel & mileage (up to 25% of total)			
Personnel FTE -enter number of full-time employees			
Grand Total	\$ -		

(Optional) Additional Resources Committed to Project

Service	Value	Source	Cash or In-Kind
Homeless System Diversion			
Homelessness Prevention			
Rapid Re-Housing			
Total	0		