

Clackamas County Social Services Division is issuing a Notice of Funding Opportunity (NOFO) to provide emergency shelter to persons who are un-housed in Clackamas County during 2019-2020 and 2020-2021 with the possibility of extension for two more years. 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 Fondos (NOFO) para proporcionar refugio de emergencia a personas sin hogar en Condado de Clackamas durante el 2019-2020 y 2020-2021, con posibilidad de extensión por dos años más. 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 выпускает Уведомление о возможности финансирования (NOFO), предназначенного для предоставления аварийного убежища для лиц без постоянного места жительства в округе Клакамас в течении 2019 - 2020 и в 2020-2021-ых гг; с возможностью продления вышеуказанной программы на 2 дополнительных года. Чтобы запросить перевод данного уведомления на другом языке, свяжитесь с Джессикой Диридони 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 EMERGENCY SHELTER TO PERSONS WHO ARE UN-HOUSED IN
CLACKAMAS COUNTY DURING 2019-2020 AND 2020-2021 WITH THE
POSSIBILITY OF EXTENSION FOR TWO MORE YEARS**

Board of County Commissioners

Jim Bernard, Chair

Sonya Fischer, Commissioner

Ken Humberston, Commissioner

Paul Savas, Commissioner

Martha Schrader, Commissioner

Date of Issuance: Wednesday, August 28, 2019

Applicant Information Meeting: Wednesday, September 4, 2019 at 1:00 P.M.
2051 Kaen Road, Oregon City OR 97045 in Room 288

Question Submittal Deadline: Thursday, September 5, 2019 by 5:00 P.M.

Applications due no later than 5:00 P.M., Monday, September 23, 2019
via electronic submittal.

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

Issuing Office: Clackamas County Social Services
Jessica Diridoni
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Oregon City, Oregon 97045
Phone: 503 / 655-8646
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**EMERGENCY SHELTER
2019-2020 & 2020-2021
NOTICE OF FUNDING OPPORTUNITY (NOFO) AND GRANT APPLICATION**

1. PROGRAM DESCRIPTION

Clackamas County Social Services and Clackamas County Community Development seek one or more providers for Emergency Shelter for homeless persons. Proposals for Winter Shelters open to guests November 1 through March 31 will also be considered. Projects funded under this proposal will provide safe temporary shelter for individuals and families with no other safe place to live, and will connect these individuals and families with permanent housing and other positive exit destinations as quickly as possible, with an expectation that Shelter Diversion will be attempted both before and upon entry into emergency shelter. Households of any configuration (single adults, couples, families with children, extended families) will be eligible for services. Unsheltered individuals and families who are at greatest risk for severe health and safety consequences if not sheltered must be prioritized.

1.2 DEFINITION OF SERVICE CATEGORIES

Shelter Diversion

A problem solving strategy that prevents people who are homeless 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. Shelter diversion is flexible and may include support to overcome other kinds of barriers that would lead to shelter diversion.

Emergency Shelter

Emergency shelters are temporary living facilities, serving a critical role in Clackamas County's crisis response system by providing immediate and easy access to safe and decent temporary living space to people who need it. Emergency shelters could take a variety of forms including a single structure with multiple sleeping spaces, a sleeping pod village, or designated or scattered site motel rooms with services attached. Emergency shelters aim to re-house people as quickly as possible.

Winter Shelters

Winter Shelters are emergency shelters that are considered non-weather dependent under this NOFO, but are required to remain open 24 hours a day, seven days a week from November 1 to March 31 to serve persons experiencing homelessness during the winter season.

1.3 PROJECT FUNDS - HOUSING STATUS ELIGIBILITY

For the purposes of this project, Oregon Housing and Community Services (OHCS) Housing Status Categories 1, 3 and 4 apply. Eligible applicants for program services

must meet, and providers must document, one of the following categorical definitions 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 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.

1.4 PROJECT FUNDS – INCOME ELIGIBILITY

Most emergency shelter funding streams do not require income eligibility or documentation. Emergency Housing Assistance funds require income verification and require that shelter guests' income is at or below 80% of the U.S. Department of Housing and Urban Development's (HUD) most current Area Median Income. It is expected that income as well as opportunities to increase income will be explored as part of shelter diversion.

1.5 SERVICE BOUNDARIES

Services under this NOFO must be prioritized for Clackamas County residents, as determined by the self-reported zip code or area of last residence, 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 are also eligible. However, shelters must in no way exclude people who cannot provide “proof” of residency or tie to Clackamas County. Additionally, persons fleeing domestic violence or other forms of abuse are excluded from the Clackamas County residency prioritization.

Shelter sites located outside of Clackamas County’s boundary are not eligible to apply under this NOFO.

1.6 PROJECT EXPECTATIONS

Service Delivery Approach – National and local best practices include Housing First, Trauma Informed Care, Cultural Responsiveness/Cultural Specificity, Assertive Engagement, Person-Centered Care and Harm Reduction. 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.

Mainstream Benefits Screening – 100% of participant households served will be screened to determine whether they are accessing all mainstream 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 mainstream benefits shall be assisted in enrolling for these benefits should they choose to do so.

Shelter Access – Coordinated Housing Access will refer people to each shelter, but shelters may also accept self-referrals or referrals from other providers, such as, but not limited, to School District Homeless Liaisons, Hospital Social Workers, culturally specific organizations (if applicant is not a culturally specific organization), Oregon Department of Human Services, and Community Corrections.

Prioritization of Vulnerable Persons - Shelters must prioritize unsheltered individuals and families who are at greatest risk for severe health and safety consequences if not sheltered. However, in order to maintain a functional shelter system, persons who have not been in contact with a shelter provider for 30 days will be placed on an inactive list.

1.7 PROJECT OUTCOMES, OUTPUTS AND DATA

Outcome	Goal	Source
Shelter Diversion	At least 10% of households/persons requesting or accessing shelter are diverted from entering the system within five business days of entry	HMIS or comparable
Occupancy	At least 90% occupancy rate	HMIS or comparable
Assessment	At least 75% of shelter guests are assessed for longer term housing using the Coordinated Housing Access system within three business days of entry	HMIS or comparable
Permanent Housing	At least 30% of households served exit to permanent housing or another positive housing destination*	HMIS or comparable
Permanent Housing	At least 80% of households exiting to permanent housing have retained their housing 6 months after exit date.	HMIS or comparable
Non-permanent housing	At least 10% of households served exit to other longer term destinations (long term care, substance abuse treatment or other similar)	HMIS or comparable
Equity	Outcomes accomplished by shelter guests identifying as people of color are equal to or higher than those accomplished by shelter guests identifying as white	HMIS or comparable
Data Entry Timeliness	At least 95% of households data is entered into HMIS within 3 business days of entry	HMIS

*Positive housing destinations include:

- Owned by participant, no ongoing housing subsidy
- Owned by participant, with ongoing housing subsidy
- Rental by participant, no ongoing housing subsidy
- Rental by participant, with VASH housing subsidy
- Rental by participant, with other ongoing housing subsidy
- Permanent housing (other than Rapid Re-Housing) for formerly homeless persons
- Staying or living with friends, permanent tenure
- Staying or living with family, permanent tenure
- Rental by participant, with Rapid Re-Housing or equivalent subsidy

Project Outputs

Project outputs of number of households/persons served and number of nights of shelter will be negotiated with each provider based on capacity and anticipated average length of stay.

Homeless Management Information System (HMIS) Data Entry and License Fees

Each organization must perform their own HMIS data entry. Proposals from new providers may include HMIS license fees, and up to two (2) HMIS licenses per organization. HMIS license fees are estimated at \$455/user in the first year and \$255/year/user for subsequent years. Clackamas County will provide mandatory training in HMIS data entry at no cost to new providers.

2. AWARD INFORMATION

Applicants will establish a contractual relationship with Clackamas County Social Services (CCSS) and/or Clackamas County Community Development (CCCD). 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 two fiscal years, with a possible extension for two more years through June 30, 2023. This extension is not guaranteed.

Estimated funding period/term of agreement: Twenty four (24) months, July 1, 2019 to June 30, 2021.

Estimated funding available: \$220,000 for FY 19-20 and /\$320,000 for FY 20-21 or a total of \$540,000.

Funding sources may include:

- State of Oregon Housing & Community Services Department, Emergency Housing Assistance & State Homeless Assistance Program
- Federal Emergency Management Administration Emergency Food and Shelter Program
- Federal HUD Emergency Solutions Grant, and Clackamas County General Funds

Additional or reduced funding may be available during the grant period. If additional funding becomes available, it will be allocated to providers based on objective factors including, but not limited to, shelter capacity, bed utilization, HMIS or DV data system compliance and reporting and invoice timeliness.

3. FUNDING AVAILABLE AND BUDGET INFORMATION

This NOFO will fund shelter bed nights at a rate of \$40/person/night. 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.

Clackamas County reserves the right to select only one or more than one applicant based on the responses to this NOFO. Total amount awarded between all applicants will not exceed the total funding available and is estimated at time of NOFO release

date. If multiple applicants are selected, each applicant would receive an amount that is lower than the total estimated funding available.

4. APPLICANT ELIGIBILITY – MINIMUM ORGANIZATIONAL QUALIFICATIONS

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

1. Organizations must provide proof that they have insurance and endorsements and as required in the resulting award agreement:
 - a. Commercial General Liability.** SUBRECIPIENT shall obtain, at SUBRECIPIENT's expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance covering bodily injury and property damage on an "occurrence" form in the amount of not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for the protection of COUNTY, its officers, elected officials, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this Agreement. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by COUNTY shall be excess and shall not contribute to it.
 - b. Commercial Automobile Liability.** If the Agreement involves the use of vehicles, SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of this Agreement, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000.
 - c. Professional Liability.** If the Agreement involves the provision of professional services, SUBRECIPIENT shall obtain and furnish the COUNTY evidence of Professional Liability Insurance in the amount of not less than \$1,000,000 combined single limit per occurrence/\$2,000,000 general annual aggregate for malpractice or errors and omissions coverage for the protection of the COUNTY, its officers, elected officials and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this Agreement. COUNTY, at its option, may require a complete copy of the above policy.
 - d. Workers' Compensation.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). If contractor is a subject employer, as defined in ORS

656.023, contractor shall obtain employers' liability insurance coverage limits of not less than \$1,000,000.

- e. Additional Insured Provisions.** All required insurance, other than Professional Liability, Workers' Compensation, and Personal Automobile Liability and Pollution Liability Insurance, shall include "Clackamas County, its agents, elected officials, officers, and employees" as an additional insured.
- f. Notice of Cancellation.** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 60 days written notice to the COUNTY. Any failure to comply with this provision will not affect the insurance coverage provided to COUNTY. The 60 days notice of cancellation provision shall be physically endorsed on to the policy.
- g. Insurance Carrier Rating.** Coverage provided by SUBRECIPIENT must be underwritten by an insurance company deemed acceptable by COUNTY. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated A- or better by Best's Insurance Rating. COUNTY reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
- h. Certificates of Insurance.** As evidence of the insurance coverage required by this Agreement, SUBRECIPIENT shall furnish a Certificate of Insurance to COUNTY. The COUNTY and its, elected officials, employees and officers must be named as an additional insured on the Certificate of Insurance. No Agreement shall be in effect until the required certificates have been received, approved, and accepted by COUNTY. A renewal certificate will be sent to COUNTY 10 days prior to coverage expiration.
- i. Primary Coverage Clarification.** SUBRECIPIENT coverage will be primary in the event of a loss and will not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above.
- j. Cross-Liability Clause.** A cross-liability clause or separation of insured's condition will be included in all general liability, professional liability, and errors and omissions policies required by the Agreement.
- k. Waiver of Subrogation.** SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.

2. Applicant agrees that vehicles needed to perform services under this project will be the sole responsibility of the applicant, and meet the minimum insurance requirements of the County. No vehicles for use in this project will be provided by Clackamas County.
3. 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 shall not be released to any party without the authorization of the individual and/or County. Nothing prohibits the disclosure of information in summaries, statistical, or other form, which does not identify particular individuals. Confidentiality policies shall be applied to all requests from outside sources.
4. Organizations must certify that they are ADA accessible.
5. Organization must provide services to clients without regard to race, religion, national origin, sex, age, marital status, sexual orientation, disability (as defined under the Americans with Disabilities Act) or any other protected class as defined in applicable state and federal law. Contracted services must reasonably accommodate the cultural, language and other special needs of clients.
6. Organizations are required to collect demographic information on individuals accessing services. The HMIS is a confidential database managed by Clackamas County. Organizations agree to comply with current HMIS Policy and Procedures and adhere to HMIS data quality and reporting requirements. Organizations must have the ability to enter their own HMIS data or if a domestic violence service provider, provide Clackamas County with equivalent and timely de-identified data for reporting purposes.
7. Organizations must have the following policies in place at the time of award:
 - Non-discrimination policy
 - Records retention policy
 - Grievance policy (denial, termination, appeal and fair hearing procedures)
 - Conflict of interest policy
 - Confidentiality policy
 - Fiscal policy that outlines separation of duties and fraud prevention and recovery (both employee and participant)
8. Organizations agree to submit all required financial and demographic documentation.
9. Provider shall maintain and retain all records in compliance with regulatory agencies and County policies.
10. Organization must provide proof of registry number to do business in Oregon at the Secretary of State online registry system:
http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login
11. Organization must have a federal DUNS number, issued free at the System for Award Management (SAM) website: <https://www.sam.gov/SAM/>, and no federal exclusions listed, prior to being awarded federal funds. If organization is current in SAM system, provide DUNS number with NOFO application.

12. 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.
13. Organizations must provide proof of approval to operate a shelter 24 hours a day, seven days a week, 365 days a year (or annually between November 1 to March 31 if applicant proposes a winter shelter) at the proposed site from the jurisdiction with permitting authority, in addition to fire marshal approval for the capacity. If organization is exempt, provide proof of exemption.
14. Organizations agree to allow Clackamas County to include information on service availability and access points in media releases and on websites including but not limited to 211, the Clackamas County website, and through social media such as, but not limited to, Facebook and Next Door.

5. SCOPE OF WORK AND PROGRAM REQUIREMENTS

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

1. No fees shall be charged to persons who are homeless for participating in any project funded services.
2. Use a person centered, problem solving, flexible approach to connecting individuals and families with longer term housing and other related services.
3. Diversion must be meaningfully attempted with all persons requesting shelter at the time of the request, and again with all shelter guests within 5 business days of shelter entry to determine whether individuals and households can be diverted from entering the homeless services system.
4. Shelter services must be provided in a trauma informed and wholly secular manner.
5. While there may be one or more shelters specifically for persons fleeing domestic violence, shelters may not categorically exclude persons fleeing domestic violence.
6. Shelters must ensure a welcoming and safe environment for people of all genders, including persons who identify as transgender or non-binary. However, proposals for gender specific shelters may also be considered if consistent with Fair Housing law pertaining to emergency shelters including HUD's Equal Access law (links provided on last page).
7. Shelters may not require shelter guests to be clean and sober or pass urinalysis or breath testing. However, shelters may have rules disallowing alcohol or drug possession or use on shelter premises. Additionally, shelters must incorporate harm reduction into their service delivery.
8. Shelters may have rules to ensure a safe environment but these rules must be in plain language and as streamlined as possible. Shelter rules must align

with Fair Housing law pertaining to emergency shelters (link provided on last page).

9. Individuals and households must be entered into the Coordinated Housing Access system in HMIS, or their entries updated if they are already in the system, within three (3) business days of shelter entry. Domestic violence shelters may complete Coordinated Housing Access on a shadow or paper based system using a unique identifier and notify Clackamas County Community Development (CCCD) HMIS team of housing referral lists the household should be added to. CCCD HMIS team will add the unique identifier to these referral lists. Housing providers will contact DV providers for contact information when a possible housing unit or slot opens up.
10. All eligibility and ongoing service documentation must be obtained and program must be operated as outlined in Oregon Housing and Community Services State Homeless Funds Program Operation Manual, State Homeless Assistance Program and/or United States Department of Housing and Urban Development Emergency Solutions Grant and the Clackamas County Emergency Solutions Grant Policy Manual (links provided on last page).
11. Year round shelters must remain open 24 hours a day, seven days a week, 365 days a year. Short closures of up to 14 days a year are allowed for deep cleaning, staff training and major repairs and maintenance.
12. Winter shelters must remain open 24 hours a day, seven days a week from November 1 to March 31. Up to 6 daytime closures per winter, preferably during non-severe weather, are allowed for deep cleaning, staff training and emergency repairs and maintenance.
13. Open shelter beds must be accessible on weekends and holidays.
14. Shelter beds must be prioritized for the people with the highest safety and health vulnerability (or households including a highly vulnerable person).
15. All required financial and demographic information must be submitted per established timelines.
16. All shelters are required to participate in and provide services on the annual nights in January (to be determined each year) for the Point in Time homeless count.

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, excluding the cover page, budget, and certifications and assurances.

All applications must include the following sections:

6.1 Cover page - Provide organization name, address, telephone number, fax number, tax identification number, State of Oregon business registry number, Federal DUNS 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 Certifications and Assurances – As this NOFO combines multiple funding streams, applicants must state the funding source(s) they wish to be considered for, and must submit the Certifications and Assurances Form (Appendix A) certifying Applicant meets minimum organizational qualifications certifies and that it will perform the work listed in accordance with the terms and conditions in an awarded agreement. Clackamas County reserves the right to evaluate and award additional funding sources if Applicant is able to meet additional funding source eligibility requirements.

6.3 Narrative

6.3.1. Overview

Provide a brief (no more than 1/2 page) overview of the organization, its mission, history and current services. Also include the proposed shelter site (confidential domestic violence service providers excluded), type of structure or structures and capacity and whether this is a proposal for Year Round Emergency Shelter or Winter Shelter.

6.3.2 Experience

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

- a. Providing Emergency Shelter 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 (or comparable for confidential DV providers) data is collected and entered in a timely way.

6.3.3. Approach to the Work

Briefly (no more than five and a half (5 1/2) pages excluding Budget and Budget Narrative) address each of the following factors:

- a. How will you meet each of the project expectations (see Section 1.6)
 - i. Service Delivery Approach
 - ii. Schooling
 - iii. Mainstream Benefits Screening
 - iv. Shelter Access
 - v. Prioritization of Vulnerable Persons

- b. How will you ensure that the outcomes are met or exceeded? Please address each outcome separately.
 - i. At least 10% of households/persons requesting or accessing shelter are diverted from entering the system either before accessing shelter or within five business days of entry
 - ii. At least 90% occupancy rate, not counting short closures detailed in Section 5.11 and 5.12
 - iii. At least 75% of shelter guests are assessed for longer term housing using the Coordinated Housing Access system within three business days of entry
 - iv. At least 30% of households served exit to permanent housing or another positive housing destination (see Section 1.7)
 - v. At least 80% of households exiting to permanent housing have retained their housing 6 months after exit date.
 - vi. At least 10% of households served exit to other longer term destinations (long term care, substance abuse treatment or similar)
 - vii. Outcomes accomplished by shelter guests identifying as people of color are equal to or higher than those accomplished by shelter guests identifying as white
 - viii. At least 95% of shelter guests data is entered into HMIS within 3 business days of shelter entry

- c. Up to two (2) pages of any other materials that are relevant to this program may be included as supporting documentation. Note: these other materials count towards the 10 page limit.

6.3.4. References

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

6.4 Budget

Funds will be available only on a bednight rate basis. Bednights will be reimbursed at the rate of \$40 per person per night.

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

- a. The amount of funding requested for the estimated 24 month period from July 1, 2019, to June 20, 2021 specifying which funding stream(s) are being requested and permitted shelter capacity.
- b. Explanation of any additional resources you plan to contribute for the project and their sources.
- c. Whether the project can be scaled up or down should more or less funds than your request be available.

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. Clackamas County will not mail notice of Addenda, but will publish notice of any Addenda on County's website. Addenda may be downloaded off the County's website. Organizations should frequently check the County's website until the closing of the NOFO, at least once weekly and at least once daily a week prior to closing. **Questions must be submitted no later than 5:00pm on Thursday, September 5, 2019.** 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 **5:00pm Monday, September 23, 2019**, as described above. 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

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 (to be provided when available at the webpage listed in Section 6.5).
2. Organizations with current or past contracts with Clackamas County will be evaluated on past performance in previous contracts with Clackamas County. Items to be considered include spend-out of contracts, timeliness of report and invoice submittals, and adherence to HMIS policies.
3. All funding decisions will be contingent upon availability of funding.

8. APPEAL PROCESS

Applicants not approved as a provider of services outlined in this Notice of Funding Opportunity may file a Notice of an Appeal in writing no later than 10 days after the County announces the awards, specifying the grounds upon which the appeal is based. The Notice shall be submitted via email to: jdiridoni@clackamas.us and esilver@clackamas.us

Within 5 business days a determination on the status of the Notice of Appeal will be made by the Director of Social Services.

Appendix A: Certifications and Assurances

Organization Name: _____,

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

Applicant certifies that it meets and will comply with the minimum qualifications listed below, and as specified in **Section 4: Applicant Eligibility – Minimum Organizational Qualifications** of this NOFO, to be eligible to apply and to receive funds. In addition, Applicant certifies it will perform the work listed in **Section 5: Scope of Work & Programmatic Requirements**, in accordance with the terms and conditions in an awarded agreement.

1. Confidentiality. Applicant has confidentiality policies in place that meet the requirements of all applicable federal, state and local requirements.
2. Applicant provides services that are ADA accessible.
3. Applicant has non-discrimination policies in place and provides services to clients without regard to race, religion, national origin, sex, age, marital status, sexual orientation, disability (as defined under the Americans with Disabilities Act) or any other protected class as defined in applicable state and federal law. Contracted services must reasonably accommodate the cultural, language and other special needs of clients.”
4. Applicant has capacity to collect demographic information on individuals accessing services and enter that information within 3 days of entry as required in the Homeless Management Information System (HMIS) database managed by Clackamas County. Applicant agrees to comply with current HMIS Policy and Procedures and adhere to HMIS data quality and reporting requirements. If the applicant is a domestic violence service provider, applicant will provide Clackamas County with equivalent and timely de-identified data for reporting purposes.
5. Applicant has the following policies in place at the time of award:
 - Non-discrimination policy
 - Records retention policy
 - Grievance policy (denial, termination, appeal and fair hearing procedures)
 - Conflict of interest policy
 - Confidentiality policy
 - Fiscal policy that outlines separation of duties and fraud prevention and recovery (both employee and participant)
6. Applicant shall maintain and retain all records in compliance with regulatory agencies and County policies.
7. Applicant has policies in place regarding performing Criminal Background checks for all staff and volunteers who will be performing direct services under this contract. The policy includes criteria to disqualify any persons who

have committed violent crimes, crimes against children or other crimes that are incompatible with this project.

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

[Oregon Housing and Community Services \(OHCS\) State Homeless Funds Program Operation Manual, Emergency Housing Assistance \(EHA\) & State Homeless Assistance Program \(SHAP\)](#)

[Terms & Conditions for State OHCS Subrecipients](#)

[Special Provisions for State OHCS Subrecipients](#)

[General Program Element Terms & Conditions for State OHCS Subrecipients](#)

[OHCS Emergency Housing Assistance Program Element State for OHCS Subrecipients](#)

[OHCS State Homeless Assistance Program Element for State OHCS Subrecipients](#)

OHCS Inclusion & Diversity Outcomes & Global Diversion & Inclusion Benchmarks (to be adopted by OHCS)

[United States Emergency Food & Shelter Program Manual](#)

United States Emergency Food & Shelter Program Manual Addendum (to be provided at time of award)

[United States Department of Housing and Urban Development Emergency Solutions Grant \(ESG\)](#)

[Clackamas County Continuum of Care \(CoC\) & Emergency Solutions Grant \(ESG\) Policy Manual](#)

[HMIS Policies and Agreements](#)

[United States Department of Housing and Urban Development Equal Access Laws](#)

[Federal Fair Housing & Related Laws](#)

[Fair Housing Guide for Homeless and Domestic Violence Shelter Providers](#)

Certification Signature:

Signature of authorized representative

Date

Name and title of authorized representative