

Clackamas County Social Services Division is issuing a Notice of Funding Opportunity (NOFO) to provide warming center & winter shelter services to un-housed individuals in Clackamas County during periods of extreme cold in 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 servicios de centro de calefacción y refugio de invierno a individuos sin hogar en el Condado de Clackamas durante períodos de frío extremo en el los años 2017-2018 & 2018-2019. Para solicitar que este NOFO sea traducido a otro idioma, comuníquese con Jessica Diridoni al (503) 655-8646 o por correo electrónico: jdiridoni@Clackamas.US

Отдел социальных услуг округа Калкамас выдает Уведомление о возможности финансирования (NOFO) для предоставления услуг центра обогрева и зимнего укрытия для

бездомных людей в округе Клакамас в период экстремального холода в 2017-2018 года и 2018-2019 года. Чтобы запросить перевод этого Уведомления о возможности финансировать (NOFO)

на другой язык, свяжитесь с Джессикой Диридонни 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 WARMING CENTER & WINTER SHELTER SERVICES TO
UN-HOUSED INDIVIDUALS IN CLACKAMAS COUNTY DURING PERIODS
OF EXTREME COLD IN 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: October 10, 2017

Applications due no later than 5:00 P.M., October 25, 2017
via electronic submittal.

Postmarks and faxes will not be considered.

Issuing Office: Clackamas County Social Services
Jessica Diridoni
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**OVERNIGHT WARMING CENTER & WINTER SHELTER
2017-2018 & 2018-2019
NOTICE OF FUNDING OPPORTUNITY AND GRANT APPLICATION**

1. PROGRAM DESCRIPTION

The purpose of this Notice of Funding Opportunity (NOFO) is to seek applicant organizations with either:

- a. The capacity and interest to provide overnight Warming Center services to un-housed individuals during defined nights of extreme cold (approximately November 1 to March 31)
OR
- b. The capacity and interest to provide overnight Winter Shelter services to un-housed individuals every night during the winter season (approximately November 15-March 15)

Warming Centers

Clackamas County expects to contract with multiple warming centers and will consider a range of geographic locations as well as populations to be served.

Qualifying organizations will be paid start-up costs based on capacity and also on a per-person per night basis for every night that a warming center is open under the authorization of Clackamas County, with a minimum of four beds paid for whether or not all four beds are occupied.

Warming Centers must be activated (and this may occur without prior conversation with the CCSS Director or Program Manager) on nights when the actual temperature or wind chill temperature is predicted to fall below 32 Degrees Fahrenheit by the National Weather Service. Warming Centers must be activated during the first night of this alert. As it is impossible to predict all severe weather scenarios, Warming Centers may also be activated when weather conditions do not meet the criteria above after consultation and approval by either the CCSS Director or Program Manager. Examples include but are not limited to predicted high winds, flood watches, flood warnings or extremely heavy rain.

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

Warming Centers must also be activated on the two nights of the 2019 Point in Time Homeless Count (dates TBD) even if severe weather is not predicted.

Centers may choose to operate on nights that are not approved by Clackamas County for opening warming centers, but organizations will receive no reimbursement from the county for those nights.

Clackamas County will provide start-up/operating support in the amount of \$200 per bed up to the capacity as permitted by local Fire and/or Health Department is also allowed.

Up to a total of 125 county-wide beds between all qualified providers will be allowed.

This start-up/operating support is intended for flexible use including, but not limited to, cots, sleeping mats, fire and life safety materials, equipment or testing, pillows, bedding, staff or volunteer training, and any needed hardware or software that will ensure timely, accurate and complete compliance with required data collection and reporting.

Each qualified Warming Center will be paid a minimum of \$25.00 per person per authorized severe weather night, with a minimum of four beds paid for whether or not all four beds are occupied. However, should any nights occur when no beds are occupied, Clackamas County must be notified within 12 hours.

All per person per night payments are contingent upon timely, accurate and complete data collection and reporting.

Winter Overnight Shelter

Clackamas County will consider contracting with one winter overnight shelter. Winter shelter will be open each night from November 15 through March 15. Staffing, occupancy costs, materials and services, and direct client assistance such as food and bus tickets related to the provision of overnight shelter are allowable expenses. Start-up costs at \$200/bed up to the capacity as permitted by local Fire and/or Health Department are also allowed.

Day Shelter

While Clackamas County Social Services recognizes the importance of day shelters and meal sites, this funding stream is specifically directed to evening and night sheltering, not day shelter. However, warming centers and winter shelters that are able to and choose to stay open during days when the weather is severe will be paid \$25 per individual for day center services based on the number of individuals in the warming center or winter shelter the previous night. It is understood that not every person who accesses night shelter accesses day shelter, and that the reverse is also true. In an attempt to streamline paperwork and data entry, especially during extended periods of severe weather, additional data collection during the day will not be required.

HMIS Data Entry and License Fees

Each organization is encouraged to perform their own HMIS data entry. Proposals 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 costs to new providers.

Additional Considerations

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

All contracted warming centers/winter shelter will be required to submit documentation for each night the warming center/winter shelter is open. Payment will be contingent upon receipt of documentation. Invoices and dates for the previous month's services are due no later than the 10th of the following month. Documentation will include, but is not limited to:

- Date(s) of center opening.
- Demographic information about each individual sheltered, either on HMIS paper forms provided by Clackamas County or by entering the data into the HMIS system.
- Shelter staffing hours for each staff and volunteer assisting in warming center or winter shelter operations to show that minimum staffing levels were maintained.

2. AWARD INFORMATION

Applicants will establish a contractual relationship with Clackamas County Social Services (CCSS). Applicants are sought throughout the County in rural, urban and suburban areas, especially those areas with known populations of homeless persons.

Funding for this NOFO will be provided over a period of 2 fiscal years, for 2 winter seasons, using time periods as described in Section 1 Program Description, a and b.

Year 1: estimate of \$280,000 available: FY17-18: July 1, 2017 to June 30, 2018.

Year 2: estimate of \$260,000 available: FY18-19: July 1, 2018 to June 30, 2019.

Funding sources are a combination of Federal Emergency Food & Shelter Funds, State of Oregon Housing & Community Services Department, and Clackamas County General Funds. Applicants will enter into a vendor agreement for non-federal funds, and will be considered subrecipients and enter into a subrecipient agreement for the Federal award funds. Additional funding may be available mid-season. If additional funding becomes available, it will be allocated to providers based on capacity and utilization.

3. ELIGIBILITY

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

- 3.1 Organizations must provide the county with proof that all relevant health and fire and life safety codes are being followed.
- 3.2 Organizations must provide proof that they have commercial general liability insurance not less than \$1 million per occurrence/\$2 million general aggregate.
- 3.3 Organizations must certify that they are ADA accessible.
- 3.4 Organizations must comply with the following Non-Discrimination policy: 'Per the Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity.'
- 3.5 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 Social Services. Organizations agree to comply with current HMIS Policy and Procedures and adhere to HMIS reporting requirements. Organizations are encouraged to enter their own HMIS data but if this is not possible, electronic or paper copies can be submitted and CCSSD will perform the data entry.
- 3.6 Organizations agree to submit all required financial and demographic documentation.
- 3.7 Organizations must provide proof of registry on the Federal System for Award Management (SAM) database (SAM.gov) and provide DUNS Number. Organization must not be actively excluded, disbarred or suspended from SAM.
- 3.8 Organization must provide proof of registry 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
- 3.9 Organizations agree that warming center and winter shelter operations are activated based on pre-defined conditions established by Clackamas County.
- 3.10 Organizations are required to supply warm beverages, sleeping mats or cots and blankets to all individuals sheltered.
- 3.11 Organizations will provide at a minimum of two staff or volunteers for every 30 persons sheltered.
- 3.12 Organizations are required to perform Criminal Background checks and propose for approval specific screening criteria for any staff or volunteers who will be performing direct services under this contract.

3.13 Organizations agree to allow Clackamas County to include information on availability and locations of severe weather warming centers in press releases sent to the media and on websites including but not limited to 211 and the Clackamas County website.

4. SCOPE OF WORK – WARMING CENTERS

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

- 4.1 Participate in required Winter Shelter Start Up meeting which every endeavor will be made to schedule at a time that is workable for all providers.
- 4.2 Provide overnight warming center services to un-housed individuals during periods of severe weather as described in Section 1, Program Description Warming Centers.
- 4.3 Provide overnight warming center services to un-housed individuals for the nights TBD in January 2019 for the Point in Time homeless count.
- 4.4 Comply with all relevant health and fire and life safety codes.
- 4.5 Ensure sufficient Staff or Volunteers are on hand.
- 4.6 Submit all required financial and demographic information per established timelines.

5. SCOPE OF WORK – WINTER SHELTER

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

- 5.1 Participate in required Winter Shelter Start Up meeting which every endeavor will be made to schedule at a time that is workable for all providers
- 5.2 Provide overnight shelter services to un-housed individuals from November 15, 2017 - March 15, 2018 and November 15, 2018 - March 15, 2019.
- 5.3 Ensure that all shelter guests are surveyed on the two nights TBD in January 2019 of the Point in Time Homeless Count.
- 5.4 Comply with all relevant health and fire and life safety codes.
- 5.5 Ensure sufficient Staff or Volunteers are on hand.
- 5.6 Submit all required financial and demographic information per established timelines.
- 5.7 Warming centers/winter shelter may be visited by county staff at any time of opening, and that failure to provide services as described in the contract may result in immediate termination of contract.

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 6.6. Document must be single-spaced with a font size no smaller than 12 point. The application must be no more than 5 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, email address of applicant agency, and name of agency's primary contact person.

6.2 Narrative –

- Include information as to how organization will comply with all minimum qualifications outlined in Section 3. ELIGIBILITY of the NOFO.
- Provide proof that all relevant health and fire and life safety codes are being complied with.
- State the designated capacity of the warming center or winter shelter and its physical location.
- Discuss the warming center's capacity to provide service during the day should severe day time temperatures or conditions exist.

6.3 Budget – Please provide a budget detailing the proposed use of start-up funds. (Note – receipts or documentation will be required for any actual expenses claimed). For winter shelter, please provide a detailed budget on the budget page provided.

6.4 Certification - Signed statement that all requirements listed above in Sections 3. ELIGIBILITY and either Section 3 or 4 (SCOPE OF WORK –as it applies to application) will be met.

6.5 Addenda & Application Questions – Questions or clarifications may be submitted via email to: Jessica Diridoni, Contract Specialist: jdiridoni@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. **Questions must be submitted no later than 5pm on October 23.** 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 October 25, 2017**, as described above. Applications will be reviewed starting **October 26, 2017**. Electronic submission is required for all applications:

Submit via email to: jdiridoni@clackamas.us

Faxed and hardcopies will not be accepted.

7. APPLICATION EVALUATION

7.1 Applicant must demonstrate that all minimum qualifications are met, and a Risk Assessment will be conducted by Clackamas County as part of the award assessment criteria.

7.2 In the event that multiple applicants are proposing to serve the same area of Clackamas County, Clackamas County reserves the right to select one.

7.3 Except as noted in 7.1 and 7.2 above, all applicants who meet minimum requirements and agree to accept the start-up and per night rate will be approved warming centers and be eligible for per night reimbursement, up to a maximum of 125 beds across Clackamas County. Notice of Award will be immediate upon review of applications and negotiations.

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

8. APPEAL PROCESS

Applicants not approved as a warming center or winter night shelter 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.

WINTER SHELTER BUDGET FORM

Complete and submit with Winter Shelter Applications only. Provide Year 1 and Year 2 estimated costs for Winter Shelter in the table below. Insert permitted facility capacity. This form is available in Microsoft Excel format.

	Year 1: Nov. 15, 2017 to March 15, 2018	Year 2: Nov. 15, 2018 to March 15, 2019	TOTAL COST (Start-Up +Year 1 +Year 2)
Permitted Capacity			
Start-Up Costs. (Maximum must be calculated using the permitted facility capacity. Enter totals for each year.)			
Sleeping mats/beds/cots	\$ -	\$ -	\$ -
Fire/life safety materials	\$ -	\$ -	\$ -
Hardware/software - see maximums for HMIS related	\$ -	\$ -	\$ -
Volunteer training	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -
Subtotal Start-Up	\$ -	\$ -	\$ -
Facility Costs			
Rent/Payment	\$ -	\$ -	\$ -
Electric/Gas	\$ -	\$ -	\$ -
Water	\$ -	\$ -	\$ -
Trash	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -
Subtotal Facility	\$ -	\$ -	\$ -
Direct Client-Assistance Costs			
Food	\$ -	\$ -	\$ -
Dinnerware & utensils	\$ -	\$ -	\$ -
Toilet paper	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -
Subtotal Supplies	\$ -	\$ -	\$ -
Personnel - Costs for staff time spent on night shelter, including training and meetings, but not day shelter.			
A. Shelter Staff Hours - combined weekly hours for all shelter staff			N/A
B. Shelter Staff Hourly Rate - note if benefits/fringe included			N/A
C. Subtotal Shelter Staff Total Hours Over 23 Weeks (multiply A by B by 23 weeks)	\$ -	\$ -	\$ -
D. Winter Shelter Supervisor Hours - Weekly hours			N/A
E. Supervisor Hourly Rate - note if benefits/fringe are included			N/A
F. Subtotal Supervisor (multiply D by E by 23 weeks)	\$ -	\$ -	\$ -
Subtotal Personnel (Shelter Staff + Supervisor)	\$ -	\$ -	\$ -
TOTAL COST	\$ -	\$ -	\$ -