

Clackamas County Social Services Division is issuing a Notice of Funding Opportunity (NOFO) to provide Extreme Weather and Smoke Center sites and services for people experiencing houselessness, and Volunteer Coordination Services and Behavioral Health Support Services for those Centers, through June 30 of 2023, with the possibility of extension for two additional years. To request that this NOFO be translated into another language, contact Teresa Christopherson at (503) 650-5718 or via email: [teresachr@clackmas.us](mailto:teresachr@clackmas.us)

La División de Servicios Sociales del Condado de Clackamas está emitiendo un Aviso de Oportunidad de Fondos (NOFO) para proporcionar sitios y servicios de Centro de Humo y Clima Extremo para personas sin hogar, y Servicios de Coordinación de Voluntarios y Servicios de Apoyo de Salud del Comportamiento para esos refugios, tienen hasta el 30 de junio de 2023, con posibilidad de extensión por dos años más. Para solicitar que éste NOFO se traduzca a otro idioma, comuníquese con Teresa Christopherson at (503) 650-5718 o por correo electrónico: [teresachr@clackmas.us](mailto:teresachr@clackmas.us)

Отдел социальных услуг округа Калкамас выпускает Уведомление о возможности финансирования (NOFO), предназначенного для предоставления Центров Экстремальной Погоды и Дыма и координационных услуг для добровольцев, а также для оказания аварийного убежища для лиц без постоянного места жительства в округе Клакамас до 30 июня 2023, с возможностью продления вышеуказанной программы на 2 дополнительных года. Чтобы запросить перевод данного уведомления на другом языке, свяжитесь с Тереса Кристоферсон по телефону (503) 650-5718 или по электронной почте: [teresachr@clackmas.us](mailto:teresachr@clackmas.us)

Clackamas County Social Services Division

Issues the Following

**NOTICE OF FUNDING OPPORTUNITY (NOFO)**

**TO PROVIDE EXTREME WEATHER AND SMOKE CENTER SITES AND SERVICES,  
AND ASSOCIATED VOLUNTEER COORDINATION AND BEHAVIORAL HEALTH  
SUPPORT SERVICES, TO PERSONS WHO ARE UN-HOUSED IN CLACKAMAS  
COUNTY THROUGH JUNE 30, 2023, WITH THE POSSIBILITY OF EXTENSION FOR  
TWO ADDITIONAL YEARS**

Board of County Commissioners

Tootie Smith, Chair

Sonya Fischer, Commissioner

Paul Savas, Commissioner

Martha Schrader, Commissioner

Mark Shull, Commissioner

Date of Issuance: Monday, August 30, 2021

**Mandatory Applicant Information Meeting: Tuesday, September 14<sup>th</sup> at 4:00 PM**

To access the meeting, please click on the link below

Topic: Extreme Weather Center NOFO Mandatory Meeting  
Time: Sep 14, 2021 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://clackamascounty.zoom.us/j/83948058754>

Meeting ID: 839 4805 8754

One tap mobile

+14086380968,,83948058754# US (San Jose)

+16699006833,,83948058754# US (San Jose)

Question Submittal Deadline: Monday, September 13<sup>th</sup> by Noon.

Applications due for first round consideration no later than 5:00 P.M., Monday, September 27, 2021 via electronic submittal.

Applications will be accepted on an ongoing basis and will be considered based on available funding until December 31, 2021.

Postmarks and faxes will not be considered.

All times posted in NOFO are Pacific Daylight Time.

Issuing Office: Clackamas County Social Services

2051 Kaen Road, Oregon City, Oregon 97045

Phone: 503 / 650-5718 Fax: 503 / 655-8889 [teresachr@clackmas.us](mailto:teresachr@clackmas.us)

## **Extreme Weather and Smoke Center Sites and Services, and Associated Volunteer Coordination and Behavioral Health Support Services**

**2021-2023**

### **NOTICE OF FUNDING OPPORTUNITY (NOFO) AND GRANT APPLICATION**

#### **1. PROGRAM DESCRIPTION**

The purpose of this Notice of Funding Opportunity (NOFO) is to seek applicant organizations with the capacity and interest to provide extreme weather and smoke center sites and services to un-housed individuals during defined periods of extreme cold, heat, or poor air quality due to wildfire smoke. Volunteer Coordination and Behavioral Health Support services for all aforementioned center sites will also be considered within this NOFO.

#### **Center Operation Sites and Services**

Extreme weather and smoke centers require a facility, and staff and volunteers to staff the facility. In this NOFO, organizations can chose between only providing a center site, or providing a site and some level of staffing, either through paid staff or trained volunteers.

- Center sites only: Organizations will provide a building or space for use as an extreme weather/smoke center. Center site only organizations will not provide

staffing support and are instead offering space to be used for this purpose. County staff and/or a county contracted community partner will be responsible for staffing the site. These sites will only be activated when sufficient staff and volunteers are available. Sites must identify a staff person from the organization as a point person that will be available during all hours when the site is activated.

- **Center site and services:** Organizations will provide a site, and also have the capacity to staff and organize volunteers in their building and will require little to no assistance from County staff or a county contracted community partner to address staffing needs. All paid staff will be required to attend a free, on-line training on Mental Health First Aid. Clackamas County will offer a stipend to the organization to cover the staff time needed to attend the training. Volunteers are strongly encouraged to attend this training.

Organizations applying to this RFP must indicate if they will provide a site only, and what type of center (warming, cooling, or smoke) they are interested in providing and if they are able to provide daytime only services, nighttime only services, or day and night services.

### **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. Providers with sites within Clackamas County will be prioritized for funding under this NOFO.

Qualifying organizations will be paid on a per-person per night basis for nights that a warming center is open under the authorization of Clackamas County, up to an amount not to exceed the total contracted budget.

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 (between the hours of 10 AM and 12 noon) to fall below 33 Degrees Fahrenheit, including wind chill factor, 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 must open by 6 PM and stay open through at least 7 AM. Hot beverages and sleeping mats or cots must be available to every guest, and warming center facilities must be heated and have restrooms available.

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/Center.

If allowed by the relevant jurisdiction, warming centers may choose to operate on nights that are not approved by Clackamas County for opening warming centers, but organizations will not receive reimbursement from the county for those nights.

Each qualified warming center will be paid \$35.00 per person per authorized extreme severe weather night up to either the contracted maximum or the maximum capacity permitted by local Fire and/or Health Department, whichever is lower. If COVID-19 restrictions are re-imposed, capacity must be adjusted accordingly. If capacity is reduced, the per night rate will be re-negotiated. A minimum of four beds will be paid for whether or not four beds are occupied during nights the Center is open. However, should any nights occur when no beds are occupied, Clackamas County must be notified within 12 hours.

Damages - The County agrees to pay up to \$1,000 toward the property damage deductible of each claim of damage to the Center, not to exceed the total amount of their deductible.

Warming Centers must provide a minimum of two staff or volunteers during all hours of operation. If more than 30 guests are on site, from the hours of 6pm to 10pm additional volunteer or staff are strongly recommended to provide safety for all guests, staff and volunteers. From hours of 10pm to 7am volunteers or staff will provide fire watch and safety check requirements.

Qualifying providers may request that up to ten percent (10%) of the maximum contract amount is paid in advance. Payment will be issued up front and deducted in equal portions from the first five invoices.

Should a Center fail to open, or if total annual expenses are less than the amount of the advance, agency will re-pay and unspent advance upon demand from the county.

All per person per night payments are contingent upon timely, accurate and complete data collection and reporting. Any bed nights with incomplete data by the 15th of the subsequent month will not be reimbursed.

### **Warming Day Center**

While Clackamas County Social Services recognizes the importance of Day Centers and meal sites, this funding stream is specifically directed to evening and night sheltering, not day shelter. However, warming centers that are able to and choose to stay open during days when the weather is severe (not to exceed 33 degrees including wind chill factor) will be paid \$35 per individual for day center services based on the number of individuals in the warming center the previous night. It is understood that not every person who accesses night center accesses day center, 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.

### **Cooling Centers**

Cooling Centers will open to the general public from noon to 8pm on all days when the National Weather Service has declared that the region will be under an Excessive Heat Watch or Warning. Cooling 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. Cold beverages must be available to every guest, and cooling center facilities must be air conditioned and have restrooms available.

For the purposes of this NOFO, buildings that are regularly open to the public (restaurants, libraries, senior centers, etc.) are excluded from applying for Cooling Center funding. Funding to operate cooling centers is available to faith-based organizations, community-based organizations, and other entities that are not typically open to the public.

Clackamas County expects to contract with multiple cooling centers and will consider a range of geographic locations as well as populations to be served. Providers with sites within Clackamas County will be prioritized for funding under this NOFO.

Qualifying organizations will be paid on a per-person per day basis for days that a cooling center is open under the authorization of Clackamas County, up to an amount not to exceed the total contracted budget. Occupancy cannot exceed the established occupancy guidelines for the site.

Cooling centers may choose to operate on days that are not approved by Clackamas County for opening cooling centers, but organizations will not receive reimbursement from the county for those days.

Each Cooling Center will be paid \$35.00 per person per authorized severe weather day, up to either the contracted maximum or the maximum capacity permitted by local Fire and/or Health Department, whichever is lower. All Centers will receive a payment of \$140 for each day that the Center is open, even if fewer than four individuals access the Center. However, should any authorized opening days occur and no one access the Center, Clackamas County must be notified within 12 hours.

Cooling Centers must provide a minimum of two staff or volunteers during all hours of operation. If more than 30 guests are on site, additional volunteer or staff are strongly recommended to provide safety for all guests, staff and volunteers.

Damages - The County agrees to pay up to \$1,000 toward the property damage deductible of each claim of damage to the Center, not to exceed the total amount of their deductible.

If the Excessive Heat Watch/Warning extends past 8 PM, County will provide an additional per person reimbursement of \$35 for each guest who accesses overnight shelter.

All per person per day payments are contingent upon timely, accurate and complete data collection and reporting. Any invoices with incomplete data by the 15th of the subsequent month will not be reimbursed.

### **Smoke Centers**

Smoke Centers will open to the general public from noon to 8 PM when the Air Quality Index (AQI) reaches the "Unhealthy" level. This information can be found at [airnow.gov](http://airnow.gov).

Cold beverages must be available to every guest, and smoke center facilities must be air conditioned and have restrooms available.

For the purposes of this NOFO, buildings that are regularly open to the public (restaurants, libraries, senior centers, etc.) are excluded from applying for Smoke Center funding. Funding to operate smoke centers is available to faith-based organizations, community-based organizations, and other entities that are not typically open to the public.

Clackamas County expects to contract with multiple smoke centers and will consider a range of geographic locations as well as populations to be served. Providers with sites within Clackamas County will be prioritized for funding under this NOFO.

Qualifying organizations will be paid on a per-person per day basis for days that a smoke center is open under the authorization of Clackamas County, up to an amount not to exceed the total contracted budget. Occupancy cannot exceed the established occupancy guidelines for the site.

Each Smoke Center will be paid \$35.00 per person per authorized severe weather day, up to either the contracted maximum or the maximum capacity permitted by local Fire and/or Health Department, whichever is lower. All Centers will receive a payment of \$140 for each day that the Center is open, even if fewer than four individuals access the Center. However, should any authorized opening days occur and no one access the Center, Clackamas County must be notified within 12 hours.

Smoke Centers must provide a minimum of two staff or volunteers during all hours of operation. If more than 30 guests are on site, additional volunteer or staff are strongly recommended to provide safety for all guests, staff and volunteers.

If the Unhealthy air quality extends past 8 PM, County will provide an additional per person reimbursement of \$35 for each guest who accesses overnight shelter.

All per person per day payments are contingent upon timely, accurate and complete data collection and reporting. Any invoices with incomplete data by the 15th of the subsequent month will not be reimbursed.

### **Volunteer Coordination**

Clackamas County is seeking an organization that can provide volunteer coordination services. This could be an organization that is also providing Center site and/or services, or a separate organization proposing to provide this function in support of these centers. Only one organization will be funded to provide this service. Volunteer Coordination is responsible for using a wide variety of outreach and recruitment techniques to recruit volunteers, along with conducting background screening, training, scheduling and retaining volunteers in accordance with the needs of each center. The Volunteer Coordination Service typically also covers some shifts when volunteer capacity is inadequate. The Volunteer Coordinator is responsible to ensure that all necessary data is collected for site-only organizations.

### **Behavioral Health and Peer Support Opportunity**



Clackamas County understands the need for on-site behavioral health support during hours that the Center is open. Behavioral Health Supports include providing a consistent presence on site during open hours. Work will include de-escalation, immediate support, and resource connection. Behavioral health professionals and/or peers will work in collaboration with onsite staff and volunteers to ensure that guests receive appropriate and necessary mental health and emotional wellness support.

Staff performing this work must be trained in Psychological First Aid (PFA), which is designed to help foster short and long-term coping; they will also be familiar with CPI's 10 Tips for De-escalation or otherwise be trained in de-escalation skills. Staff will work to mitigate the traumatic effects of an event by helping Center guests to increase skills, knowledge, and effectiveness in maximizing health and resiliency.

<https://www.crisisprevention.com/Blog/CPI-s-Top-10-De-Escalation-Tips-Revisited>

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

Each extreme weather and smoke center organization that is providing staffing must provide accurate and timely data on number and persons served at each center. Providers will be reimbursed for HMIS licensing costs. Clackamas County will provide training in HMIS data entry at no costs to providers.

### **Additional Considerations**

Persons seeking refuge cannot be required to 1) make a purchase; 2) participate in religious services or political activities; and 3) enroll in services as applicable to each Center site type. Site operators may deny entry to anyone under the influence of drugs or alcohol. However, Centers may not refuse entry to anyone based on race, age, gender identity, sexual orientation, religion, or nationality. Service animals must be permitted.

County will pay an agency \$250 for each Center staff who provides a certificate of completion for attending a Mental Health First Aid training, in order to increase the capacity of organizations to meet the behavioral health needs of guests, and in consideration of the staff time required to attend the training. Free classes are available at [Gettrainedtohelp.org](http://Gettrainedtohelp.org). Volunteers strongly encouraged to take training but the county will not provide payment for volunteers who attend the training.

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

All contracted Centers will be required to submit documentation for each day and/or night the Center is open. Payment will be contingent upon receipt of complete, accurate and timely documentation. Invoices and dates for the previous month's services are due no later than the 15<sup>th</sup> 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.
- Center staffing hours for each staff and volunteer assisting in warming center operations to show that minimum staffing levels were maintained.

Failure to submit documentation as requested and in a timely manner may result in not being eligible for reimbursement.

## **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 two fiscal years, through June 30, 2023. A two year extension, through June 30 of 2025, is possible but is not guaranteed.

Applications received after Sept. 27, 2021 will be considered based on available funding.

Funding sources may include but are not limited to State of Oregon Housing & Community Services Department (EHA - Emergency Housing Account, SHAP - State Homeless Assistance Program), Federal Emergency Solutions Grant (ESG) and Clackamas County General Funds.

Additional or reduced funding may be available during the grant period. If additional funding becomes available, it may be allocated to new providers or to existing providers based on objective factors including, but not limited to, center capacity, bed utilization, effectiveness of volunteer recruitment and coordination, HMIS compliance and reporting and invoice timeliness.

### 3. FUNDING AVAILABLE AND BUDGET INFORMATION

Clackamas County expects to contract with multiple Centers and will consider a range of geographic locations as well as populations to be served. However, 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. If multiple applicants are selected, each applicant will 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:

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.

Subrecipient shall secure at its own expense and keep in effect during the term of the performance under this Contract the insurance required and minimum coverage indicated below. Subrecipient shall provide proof of said insurance and name the County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the following address: Clackamas County Social Services Division, 2051 Kaen Road, Oregon City, OR 97045 or [teresachr@clackmas.us](mailto:teresachr@clackmas.us).

Required - Workers Compensation: Subrecipient shall comply with the workers' compensation requirements in ORS 656.017, unless exempt under ORS 656.126. Subrecipient shall maintain employer's liability insurance with limits of \$500,000 each accident, \$500,000 disease each employee, and \$500,000 each policy limit.

Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an

annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage. Coverage should include an endorsement for Abuse and Molestation liability, or provide a stand-alone policy in lieu of endorsement with same limits as noted above.

Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage.

This policy(s) shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County agree to a waiver of subrogation is hereby stricken.

2. 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.

3. Organizations must certify that the Center site(s) are ADA accessible. Any site that does not meet ADA accessibility standards may be considered as a secondary resource.

4. Organization must provide services to people of any 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 people.

5. Organizations are required to collect demographic information on individuals accessing services. 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 will enter their own HMIS data and will be eligible for reimbursement of HMIS licensing costs if those costs are accrued during the period of this agreement. County reserves the right to adjust HMIS reporting requirements as needed.

6. 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)

7. Organizations agree to submit all required financial and demographic documentation.

8. Provider shall maintain and retain all records in compliance with regulatory agencies and County policies.

9. 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](http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login)

10. 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 guests should criminal convictions occur during the term of the project.

11. Organizations must provide proof of approval to operate Centers on qualifying days and nights, as described above, at the proposed site from the jurisdiction with permitting authority, in addition to fire marshal approved capacity. If the permitting jurisdiction does not allow initial approval for the entire period, organization must provide proof that extensions are allowable under specific conditions from the permitting jurisdiction.

12. Organizations agree to allow Clackamas County to include information on Center availability, addresses and volunteer needs 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.

13. Applicant must have a representative attend the Mandatory Applicant Information Meeting listed on page 2, to be eligible for funding.

14. Applicant must supply the county with a copy of the agency's most recent audited financial report

15. Applicant must disclose whether there are any outstanding lawsuits against the applicant agency, and provide details.

16. Federal funds may be included as one of several funding sources in awards issued from this funding opportunity. For potential federal funds recipients, the following information is required:

- Applicant must list the name and amount of any federal awards currently being managed.
- Applicant must have DUNS number.
- Applicant must have an active sam.gov registration.
- Applicants will be subject to a risk assessment performed by county staff which may result in special post-award monitoring requirements.

If the applicant is not willing to accept federal funds, the applicant should indicate this in their application. Unwillingness to accept federal funds does not necessarily impact application scores.

## **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.

### **Extreme Weather and Smoke Centers**

1. Participate in required Start Up meeting. Every endeavor will be made to schedule at a time that is workable for all providers. Warming Center Start Up meeting will occur in the fall. Cooling and smoke center Start Up meeting will occur in the spring.
2. No fees shall be charged to Center guests.

3. Provide day and/or night time Center services to individuals during periods of severe cold, heat and smoke as described in aforementioned Program Descriptions.
4. Provide overnight Warming Center services, regardless of the overnight temperature forecast, to un-housed individuals for the nights (to be determined) in January 2023 and (if contract is extended) January 2025 for the Point in Time homeless count.
5. All Center services must be provided in a trauma informed and wholly secular manner.
6. All Centers may not categorically exclude persons fleeing domestic violence.
7. All Centers 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 centers may also be considered if consistent with Fair Housing law pertaining to Warming Centers including HUD's Equal Access law (links provided at webpage listed in Section 6.5).
8. Centers may not require guests to be clean and sober or pass urinalysis or breath testing. However, all Centers may have rules disallowing alcohol or drug possession or use on premises. Additionally, all Centers must incorporate harm reduction into their service delivery.
9. All Centers may have rules to ensure a safe environment but these rules must be in plain language and as streamlined as possible. Center rules must align with Fair Housing law pertaining to shelters (links provided at webpage listed in Section 6.5).
10. All Centers must comply with all relevant health, fire and life safety codes.
11. All Centers must have a written harm reduction policy that addresses under what circumstances and for what conduct people may be excluded from the Center and for what period of time. In the event a person is excluded under the harm reduction policy, Centers must document the reason for the exclusion and the duration. Centers must make a diligent effort to ensure that the excluded person has an alternate safe place to sleep.

12. Guest information must be entered into HMIS, or their entries updated if they are already in the system, within three (3) business days of accessing Warming, Cooling or Smoke Center.

13. HMIS data entry must be completed by the 10th of the following month. Invoices received after the 15<sup>th</sup> of the following month will not be reimbursed.

### **Center Volunteer Coordination**

A provider may propose to hire or dedicate staff to coordinate volunteers for the network of Centers, prioritizing those Centers that are entirely volunteer run and assist with management at a designated Center. All personnel must pass a background check prior to beginning work. The entity employing the volunteer coordinator will fully comply with wage and hour laws regarding hours worked per week, overtime pay and all other applicable laws. All services will be provided in a secular manner and in compliance with non-discrimination laws.

#### Volunteer Coordination Duties:

1. Network with faith community, civic organizations, local government staff and the general community's ongoing efforts to address housing and houselessness.
2. Ensure that Center volunteers are recruited, background checked, trained and scheduled as needed.
3. Connect potential volunteers who are interested in volunteering with Center management.
4. Should meals be offered by community groups at a solely volunteer based site, coordinate these efforts to ensure that as many meals as possible are covered.
5. Work with Center site hosts to designate a lead volunteer for solely volunteer based warming center open hours.
6. Perform ongoing recruitment and training so that Center volunteer needs are met.
7. Ensure that HMIS forms and electronic entry is collected and entered as required for all guests.
8. Provide assistance at Centers as needed, however the primary responsibility of the coordinator is to coordinate, rather than to provide direct service.
9. Work with County and Center sites to ensure that announcements about all Center openings are made in an efficient, effective and timely manner.
10. Develop written site specific logistics/operating protocols in partnership with site hosts.



## **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 5 pages, excluding the cover page, 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, 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 Narratives**

#### **Site Only, and Site Plus Services**

- Include information as to how organization will comply with all minimum qualifications outlined in Section 4. Applicant Eligibility of the NOFO.
- Include preferred type and duration of service as described on page 3. (Cooling/Warming and or Smoke; Daytime, Nighttime or Both)
- Provide proof that all relevant health and fire and life safety codes are being complied with.
- State the approved capacity (typically this is determined by the fire marshal) of the Center and its physical location.

Describe your experience:

- a. Providing Extreme Weather/Smoke Center or related 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 (or comparable for confidential DV providers) data is collected and submitted in a timely way.

#### **Budget**

If you are applying as a site-only provider, please provide a detailed budget that includes the costs for which you will need reimbursement. Site plus service providers do not need to provide budget information as they will be reimbursed on a per person/per day or night rate as detailed above.

### **Volunteer Coordination Services**

Describe your experience providing volunteer coordination services in a human service environment. Include information on your experience working with individuals who experience homelessness.

#### **Budget**

Please provide a detailed budget, including but not limited to cost categories such as staff salary and fringe, program delivery expenses and any allocated administrative costs.

### **Behavioral Health Support Services**

Describe your experience providing behavioral health support services in a human service environment. Include information on your experience working with individuals who experience homelessness, and how you will comply with the training requirements described on page 8.

#### **Budget**

Please provide a detailed budget, including but not limited to cost categories such as staff salary and fringe, program delivery expenses and any allocated administrative costs.

### **6.2.1 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 previous contractual relationship with County, a total of four (4) references are required.

**6.3 Certification** - Signed certifications and assurances statement (Appendix A) signifying compliance with all requirements as outlined in this agreement as well as any requirements from Oregon Housing and Community Services or any other funders.

### **6.4 Budget**

For Site Plus Services work, agency will be reimbursed at the rate of \$35 per person per severe weather night and \$35 per severe weather day up to the contracted capacity or maximum approved capacity, whichever is lower. Payment will occur after complete HMIS data and nightly sign in sheets are turned in to Clackamas County. The due date for all data and sign in sheets is the 15th of the following month. Invoices that are received after the due date will not be paid.

A detailed budget document is required for Site-only, Volunteer Coordination, and Behavioral Health Support service applicants, as these programs will be paid on a cost reimbursement basis. Site and Service applications must include a brief statement of funding requested based on the capacity of the Center.

## **6.5 Addenda & Application Questions**

Questions or clarifications shall be submitted via email to both:  
Teresa Christopherson: [teresachr@clackamas.us](mailto:teresachr@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 a week prior to closing. **Questions must be submitted no later than 5:00pm on Monday, September 13, 2021.** 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 to be considered during the initial funding round are due no later than **5:00pm Monday, September 27, 2021**, as described above. Applications received after that date, but no later than December 31, 2021, may be considered if funding is available. Electronic submission is required for all applications.

**Submit via email to both:**

[teresachr@clackamas.us](mailto:teresachr@clackamas.us)

**Faxed and hardcopies will not be accepted.**

## **7. APPLICATION EVALUATION**

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.
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 applicant or to negotiate coordination between multiple applicants.

3. Except as noted above, all applicants who meet minimum requirements and agree to accept the per night rate, will be approved Centers and be eligible for per night reimbursement, up to the estimated maximum number of beds and bed nights available funding can support.

4. 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.

5. 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: [theresachr@clackamas.us](mailto:theresachr@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 & Program 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 at webpage listed in Section 6.5):

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 State Homeless Assistance Program Element for State OHCS Subrecipients

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

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