

Clackamas County Social Services Division is issuing a Notice of Funding Opportunity (NOFO) to provide homeless system diversion, homelessness prevention and rapid re-housing services to unaccompanied youth under age 25 and youth who are un-housed or at high risk for homelessness Clackamas County during 2017-2018 & 2018-2019. To request that this NOFO be translated into another language, contact Jessica Diridoni at (503) 655-8646 or via email: jdiridoni@clackamas.us

La División de Servicios Sociales del Condado de Clackamas está emitiendo un Aviso de Oportunidad de Fondos reservados (NOFO) para proporcionar desvío de sistema para servicios de desalojo de hogar, de prevención de desalojo y servicios de realojamiento rápido a jóvenes menores de 25 años sin compañía y jóvenes sin hogar o en alto riesgo de perder su vivienda en el Condado de Clackamas durante el 2017-2018 y 2018-2019. Para solicitar que este NOFO se traduzca a otro idioma, comuníquese con Jessica Diridoni al (503) 655-8646 o por correo electrónico a jdiridoni@clackamas.us

Отдел социальных услуг округа Клакамас публикует уведомление о наличии финансирования (NOFO) направленного на сокращение и предотвращение бездомности. А также на ускоренное восстановление жилья для беспризорной молодёжи в возрасте до 25 лет и бездомной или подвергающейся высокому риску бездомности молодёжи округа Клакамас, в 2017-2018 и 2018-2019 годах. Чтобы запросить перевод этого уведомления на другом языке, 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 HOMELESS SYSTEM DIVERSION, HOMELESSNESS PREVENTION AND
RAPID RE-HOUSING SERVICES TO UNACCOMPANIED YOUTH UNDER AGE 25
AND YOUTH WHO ARE UN-HOUSED OR AT HIGH RISK FOR HOMELESSNESS
IN CLACKAMAS COUNTY DURING 2017-2018 & 2018-2019**

Board of County Commissioners

Jim Bernard, Chair

Sonya Fischer, Commissioner

Ken Humberston, Commissioner

Paul Savas, Commissioner

Martha Schrader, Commissioner

Date of Issuance: Wednesday, May 23, 2018

Applicant Information Meeting: Wednesday, May 30, 2018
2:30 PM – 4:00PM, Clackamas County Social Services
2051 Kaen Rd. Oregon City, Room 288

Question Submittal Deadline: Wednesday June 6th, 2018 by 5PM

Applications due no later than 5:00 P.M., Monday, June 11th,
via electronic submittal.
Postmarks and faxes will not be considered.

Issuing Office: Clackamas County Social Services Division
Jessica Diridoni
2051 Kaen Road
Oregon City, Oregon 97045
Phone: 503 / 655-8646

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YOUTH-FOCUSED
SYSTEM DIVERSION, HOMELESSNESS PREVENTION
AND RAPID RE-HOUSING SERVICES
2018-2019
NOTICE OF FUNDING OPPORTUNITY AND GRANT APPLICATION

1. PROGRAM DESCRIPTION

Clackamas County Social Services seek one or more providers for Youth Focused Homeless System Diversion, Homelessness Prevention, and Rapid Re-Housing. Homeless youth (under age 25), youth at imminent or high risk of homelessness, and families who can document that they are giving youth who cannot live with their parents a place to stay will be eligible. This is a project designed to prevent and reduce homelessness in Clackamas County. The project also seeks to gather comprehensive data on strategies that are effective in ending youth homelessness given the geography, service landscape, population and other characteristics of Clackamas County.

COORDINATED HOUSING ACCESS (CHA)

Providers will be trained in administering the Coordinated Housing Assessment (CHA). When people in need of housing services make initial contact directly with a provider:

- The provider will have the flexibility to determine the best type, level and duration of intervention (System Diversion, Homeless Prevention or Rapid Re-Housing) based on each individual situation in order to serve people in crisis rapidly.
- If a provider determines that a particular household's level of need is more than the capacity available, then a full Coordinated Housing Assessment must be completed so that the household can access the type, level and duration of services that will best meet their needs.
- If the person identifies as part of a special population for which there is a CHA partner who specializes in serving this population, the homeless household must be provided the option to be served by that provider. Examples may include but are not limited to: survivors of domestic violence and veterans.

Providers also must accept referrals from CHA. Providers must use a person-centered, problem-solving, flexible approach to determine whether individuals and households referred by the Coordinated Housing Access system can be diverted from entering the homeless services system and provide diversion whenever possible.

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

SERVICE ELEMENTS

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

1.2 DEFINITION OF SERVICE CATEGORIES

Homeless System Diversion

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

Homelessness Prevention

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

Rapid Re-Housing

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

1.3 PROJECT FUNDS - HOUSING STATUS ELIGIBILITY

For the purposes of this project, Oregon Housing and Community Services Housing Status Categories 1 – 5 apply, with the added requirement that focuses these funds on unaccompanied youth and youth who are un-housed or at high risk for homelessness. Eligible applicants for program services must meet, and providers must document, one of the following categorical definitions of homeless and at risk of homelessness:

Category 1: Literally Homeless— unaccompanied youth under age 25 who lack 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 they have resided for 90 days or less AND who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2: Imminent Risk of Homelessness— unaccompanied youth under age 25 who will imminently lose their primary nighttime residence provided that:

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

Category 3: Homeless Under Other Federal Statutes—Unaccompanied youth under 25 years of age 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— unaccompanied youth under age 25 who:

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

Category 5: Unstably Housed— unaccompanied youth under age 25 or families who can document that they are giving youth who cannot live with their parents a place to stay:

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

1.4 PROJECT FUNDS – INCOME ELIGIBILITY

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

2018 Persons	80% Area Median Income	
	Annual Income	Monthly Income
1	\$45,600	\$3,800
2	\$52,160	\$4,347
3	\$58,640	\$4,887
4	\$65,120	\$5,427
5	\$70,400	\$5,867
6	\$75,600	\$6,300
7	\$80,800	\$6,733
8	\$86,000	\$7,167

Area median income may change for 2019.

Service Boundaries

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

Project Expectations

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

Schooling – All school-aged youth should be enrolled in and attending school and if this is not the case service providers must demonstrate efforts to encourage school enrollment and attendance.

Screening – 100% of participant households served will be screened to determine whether they are accessing all entitlement benefits they are eligible for including but not limited to TANF, SNAP, OHP, WIC, veterans benefits, McKinney-Vento/ESSA homeless student services, TANF-DV grants, and child support. Persons who are not fully accessing entitlement benefits shall be assisted in enrolling in entitlement benefits should they choose to do so.

Project Outcomes

Homeless System Diversion – At least 10 households or 20% of households requesting shelter or homeless housing through the Coordinated Housing Access system, whichever is smaller, are diverted from entering the system. This total could be accomplished by adding results of multiple providers, or by a sole provider.

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

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

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

Project Outputs

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

HMIS Data Entry and License Fees

Each applicant must perform their own HMIS data entry. Applicant will be required to enter into an HMIS agreement with Clackamas County Community Development that includes a Privacy Notice, User Agreements, and an Agency Agreement. Proposals from new providers may include up front set up costs, as required by Clackamas County Community Development, estimated at \$1,200 for 2 users and 2 licenses for the first year, and \$800 for 2 users and 2 licenses for each additional year. Clackamas County may adjust the costs allowable for HMIS licenses and user access as needed. Clackamas County will provide mandatory training in HMIS data entry at no cost to new providers.

2. AWARD INFORMATION AND SERVICE START DATE

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

Funding for this NOFO may be provided over a period of 2 fiscal years.

Estimated funding period/term of agreement: Twelve (12) months, July 1, 2018 to June 30, 2019. If agreement is in place prior to July 1, 2018, services may begin on the date agreement is fully executed by Clackamas County.

Estimated funding available: \$92,000.

Services **MUST** begin within two months of the date agreement is executed. Staff must have passed screening and criminal background checks and be in place to provide services under the agreement.

The funding source is the State of Oregon Housing & Community Services Department. Successful applicants will enter into a grant agreement for non-federal funds. Additional

funding may be available during the grant period. If additional funding becomes available, it will be allocated to providers based on capacity and utilization.

3. FUNDING AVAILABLE AND BUDGET INFORMATION

Clackamas County recognizes that for some applicants, personnel costs will be a necessary element of successful service delivery. Thus, for each type of service a maximum amount allowable for staffing has been established. Applicants may include up to this percentage of their total proposal for direct service staff wages (including taxes and fringe benefits) and mileage incurred providing direct services included in this project. All projects must include a system diversion component and it is recommended that 20% of the total proposed budget be for this service.

Total Available Funding \$92,000	System Diversion	Homelessness Prevention	Rapid Re-Housing
Minimum Direct Service	50%	75%	75%
Maximum Personnel	50%	25%	25%

Clackamas County may select one or more than one provider based on the responses to this NOFO. Total amount awarded between all providers will not exceed \$92,000, therefore if multiple providers are selected, each provider would receive an amount that is lower than \$92,000.

ELIGIBLE COSTS:

- Participant rent – including rent in shared housing situations – and rent arrearages when payment will prevent homelessness
- Participant move-in costs
- Rental application fees
- Utility deposits necessary to establish service
- Utility payments and arrearages as necessary to sustain housing
- Other one-time expenditures that will remove barriers to permanent housing placement or housing stability when no other resources are available.
- Expenditures related to employment or employment training that will support participants to increase their incomes. Examples include work clothes and textbooks for vocational training courses when no other resources are available.
- Personnel salaries, taxes and benefits proportional to time needed to deliver the proposed services, not to exceed the maximum percentage for the corresponding service element. This includes street and community outreach to identify eligible unaccompanied youth under age 25 and families with children and youth.
- Mileage reimbursement at applicant's standard rate, not to exceed State of Oregon rate, for direct service personnel for travel directly related to delivering services in this project.

INELIGIBLE COSTS

- **Administrative and/or overhead expenses.**
- **Gift cards.**

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

4. **APPLICANT ELIGIBILITY**

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

4.1 No fees shall be charged to persons who are homeless or at risk of homelessness for participating in any project funded services.

4.2 Applicant must provide proof that they have all insurance and endorsements as required by Clackamas County under the Non-federal Subrecipient Agreement:

4.2.1 **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, death, 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, commissioners, 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.

4.2.2 **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.

4.2.3 **Professional Liability – County may waive.** If the Agreement involves the provision of professional services, SUBRECIPIENT shall obtain and furnish the COUNTY evidence of Professional Liability Insurance covering any damages caused by an error, omission, or negligent act related to the services to be provided under this agreement, with limits not less than \$2,000,000 per occurrence for the protection of the COUNTY, its officers, commissioners 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.

4.2.4 **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.

4.2.5 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, officers, and employees" as an additional insured.

4.2.6 Notice of Cancellation. There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the COUNTY. Any failure to comply with this provision will not affect the insurance coverage provided to COUNTY. The 30 day notice of cancellation provision shall be physically endorsed on to the policy.

4.2.7 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.

4.2.8 Certificates of Insurance. As evidence of the insurance coverage required by this agreement, SUBRECIPIENT shall furnish a Certificate of Insurance to COUNTY. 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.

4.2.9 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.

4.2.10 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.

4.2.11 Waiver of Subrogation. SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.

4.3 Applicant agrees that vehicles needed to perform services under this project will be the sole responsibility of the applicant, and meet the minimum insurance requirements as specified in the County's Non-federal Subrecipient Agreement. No vehicles for use in this project will be provided by Clackamas County.

4.4 Confidentiality. Any and all information regarding any individual serviced by the Project is strictly confidential. All provider and project staff members are expected to comply with the most current local, state and federal laws regarding confidentiality. Information in any form, including in aggregate, shall not be

released to any party without the authorization of the individual and/or County. Client information (including identifying the person as a client) should not be released without written authorization from the client. Applicants are required to have a signed agency Release of Information (ROI) form for all clients authorizing the release of information pertinent to determining program eligibility, providing assistance/service, HMIS reporting, and other relevant needs for sharing information. Release forms must be time-limited and specific as to with whom and what information will be shared. ROI's must be obtained from all participants to Applicant and Clackamas County Social Services Division. Oregon Housing & Community Services Department (OHCS) must be routinely listed as an entity with which client information will be shared as it pertains to data collection and monitoring (including third-party adults and reviews).

4.5 Applicant must certify that they are ADA accessible.

4.6 Applicant must comply with all federal and state Non-Discrimination laws and policies, including, but not limited to:

- The Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity.'
- All State of Oregon Non-Discrimination statutes including but not limited to Chapter 659A. Applicant shall comply with all federal laws, regulations, and executive orders applicable to the Agreement. Without limiting the generality of the foregoing, Applicant agrees to comply with the following laws, regulations and executive orders: (a) Title VI, VII, and VIII of the Civil Rights Act of 1964, as amended, (b) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, (c) the Americans with Disabilities Act of 1990, as amended, (d) Executive Order 11246, as amended, (e) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended, (f) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, (g) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; 42 USC 2000d, (h) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex, (i) 20 U.S.C. §1681, (j) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse, (k) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (l) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records, (m) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made, (n) the requirements of any other nondiscrimination statute(s) which may apply to Grant award, (o) all regulations and administrative rules established pursuant to the foregoing

laws, (p) all other applicable requirements of federal civil rights and rehabilitation statutes, rules and regulations, and (q) all federal law governing operation of Community Services programs. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to this Agreement and required by law to be so incorporated. No federal funds may be used to provide Services in violation of 42 U.S.C §14402.

- 4.7 Applicant is required to collect demographic information on individuals accessing services. The Homeless Management Information System (HMIS) is a confidential database managed by Clackamas County. Applicant agrees to comply with current HMIS Policy and Procedures and adhere to HMIS reporting requirements. Applicant must have the ability to enter their own HMIS data or if a domestic violence service provider, provide Clackamas County with equivalent de-identified data for reporting purposes.
- 4.8 Applicant must agree to submit all required financial and demographic documentation as specified in the grant agreement.
- 4.9 Applicant must agree to maintain and retain all records as specified in the grant agreement.
- 4.10 Applicant must provide proof of registry number to do business with the Oregon at the Secretary of State online registry system:
http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login
- 4.11 Applicant is 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 agreement. Policies must be in place to disqualify any persons who have committed violent crimes, crimes against children or other crimes that are incompatible with this project. Policies must also be in place to ensure the safety of participants should criminal convictions occur during the term of the project.
- 4.12 Applicant will be evaluated on past performance in previous contracts and grant agreements with Clackamas County. Items to be considered will include spend-out of contracts and agreements, timeliness of report submittals, Risk Assessment scoring, and adherence to HMIS policies. Consultation/reference check with other agencies may be completed to conduct an evaluation on applicants that have not previously entered into formal contracts or agreements with Clackamas County.
- 4.13 Applicant agrees to allow Clackamas County to include information on service availability and access points in press releases sent to the media and on websites including but not limited to 211 and the Clackamas County website.
- 4.14 Applicant shall not be current recipient of the NOFO issued by CCSS for System Diversion, Homelessness Prevention, and Rapid Re-Housing on December 12, 2017.

5 SCOPE OF WORK

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

5.1 Use a person centered, problem solving, flexible approach to determine whether unaccompanied youth encountered in the community and/or referred by the Coordinated Housing Access system can be diverted from entering the homeless services system. Provide diversion whenever possible.

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

5.3 Obtain all eligibility and ongoing service documentation and operate program as outlined in Oregon Housing and Community Services State Homeless Funds Program Operation Manual, Emergency Housing Assistance Program. Adhere to all requirements, regulations, act, laws, etc. as required of CCSS's subrecipients and specified in the 2017-2019 Master Grant Agreement awarded to CCSS and related Exhibit A Definitions, Exhibit A Program Element PE03 Emergency Housing Assistance, Exhibit B Standard Terms & Conditions, Exhibit C Special Provisions, Terms & Conditions (links to be provided at the webpage listed in Section 6.5).

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

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

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

6 APPLICATION AND SUBMISSION INFORMATION

One electronic copy containing electronic signatures in Microsoft Word or PDF format must be submitted via email as indicated below in Section 6.5. Document must be single-spaced with a font size no smaller than 12 point. The application must be no more than 3 pages maximum, excluding the budget, budget narrative, and cover page. All applications must include the following sections:

6.1 Cover page - Provide applicant 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 applicant for the purposes of this project.

6.2 Narrative

6.2.1. Experience

Briefly (no more than one (1) page) describe your experience with the following:

- a. Providing Homelessness Prevention and/or Rapid Re-Housing Services to unaccompanied youth under age 25 and families who can document that they are giving youth who cannot live with their parents a place to stay

- b. Providing services that are equitable, respectful, and relevant to people from a wide variety of cultures and backgrounds.
- c. Ensuring that accurate and complete HMIS data is collected and entered in a timely way.

6.2.2. Approach to the Work

Briefly (no more than two (2) pages excluding Budget and Output Template and Budget Narrative) explain your approach to the project based on the following factors, knowing that all referrals will be from the Clackamas County Coordinated Housing Assessment system:

- a. How will you deliver youth focused Homeless System Diversion, Homelessness Prevention and Rapid Re-Housing?
- b. How will you ensure that underserved populations including youth from communities of color and LGBTQ youth are served?
- c. How will you determine which service or services to deliver in each individual youth situation?
- d. How will the project be staffed?
- e. How will you ensure that the outcomes are met or exceeded?

6.2.3. References

Provide the contact names, agency or jurisdictional affiliation, telephone number and email addresses for two references who can attest to your qualifications to perform services described in this NOFO. Do not include references from Clackamas County Social Services Division. If applicant has not had a prior contractual relationship with Clackamas County, provide 2 additional references from an agency that applicant has had a contractual relationship with.

6.3 Budget

Complete the **Budget and Output Template** (provided at the webpage listed in Section 6.5) showing your plan to utilize County funds as well as any additional resources you commit to bringing to the project. The budget should be for the estimated 12-month project period from July 1, 2018 to June 30, 2019.

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

- a. Method for calculating each budget amount.
- b. Detailed description of any additional resources you plan to contribute to each budget line for the project and their sources.
- c. Whether the project can be scaled up or down should more or less money than your request be available.
- d. Description of the methodology and calculation used to determine the proposed outputs for each proposed service.

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

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

Jessica Diridoni: jdiridoni@clackamas.us and Erika Silver: esilver@clackamas.us
County will not mail notice of Addenda, but will publish notice of any Addenda on County's website. Addenda may be downloaded off the County's website. Applicants should frequently check the County's website until the closing of the NOFO, at least once weekly and at least once daily during the week of the closing. An applicant information meeting will be held on **Wednesday, May 30, 2018** as indicated on page 2 of the NOFO announcement. **Questions must be submitted no later than 5pm on Wednesday, June 6, 2018.** 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 Monday, June 11, 2018**, as described above. Applications will be reviewed immediately upon submission. Electronic submission is required for all applications. **Submit applications via email to both:**

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

7 APPLICATION EVALUATION

- 7.1 Applicant must demonstrate that all minimum qualifications are met. A Risk Assessment will be conducted by Clackamas County as part of the award assessment criteria.
- 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 will be approved recipients eligible for an award. 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 provider of services outlines in this Notice of Funding Availability may file a Notice of an Appeal in writing no later than 10 days after the County announces the awards, specifying the grounds upon which the appeal is based. The Notice shall be submitted via email to both:

jdiridoni@clackamas.us & 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.

Budget and Output Template - YOUTH

System Diversion, Homelessness Prevention and Rapid Re-Housing

Applicant:	
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Estimated Project Period: 7/1/2018-6/30/2019

Budget Summary

Percent

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

Proposed Project Budget and Output Detail

(do not fill in the shaded cells)

Allowable Costs by Element		Amount Requested	Projected Total Households	Projected Total Persons
Homeless System Diversion				
Direct Service (minimum 50% of total)	Participant rent and deposits			
	Other eligible client assistance			
Personnel & mileage (up to 50% of total)				
Personnel FTE – enter number of full-time employees				
Homelessness Prevention & Rapid Re-Housing *				
Direct Service (minimum 75% of total)	Participant rent and deposits			
	Other eligible client assistance			
Personnel & mileage (up to 25% of total)				
Personnel FTE - enter number of full-time employees				
Grand Total		\$ -		

*Homelessness Prevention and Rapid Re-Housing components are combined for budget purposes, but must be tracked and reported as separate categories.

(Optional) Additional Resources Committed to Project

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