



**Kitsap County**  
**Coordinated Grant Application Process**

**2022 - 2023 Shelter Operations**  
**Request for Proposals**

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Kitsap County Department of Human Services  
Housing and Homelessness Division

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# Kitsap County Coordinated Grant Application 2022 - 2023 Shelter Operations – Request for Proposals

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## **Staff Contacts:**

### **Kitsap County Housing and Homelessness Division**

*Administers Homeless Housing Grant Program (HHGP), Affordable Housing Grant Program (AHGP) funds*  
<https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>

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## 2022 - 2023 Cycle Application Schedule

Friday	5/28/21	<b>2022 Draft Kitsap Housing and Homelessness Grant Program Policy Plan released – Posted on Coordinated Grant Application Website. 15-day written comment period opens – announcement in Kitsap Sun and on Coordinated Grant Application website</b>
Monday	6/14/21	Written Comment Period Closes for 2022 Draft Kitsap Housing and Homeless Grant Program Policy Plan
Monday	6/28/21	<b>Board of County Commissioners Public Hearing and Action on 2022 Kitsap Housing and Homelessness Grant Program Policy Plan - Kitsap County Administrative Building, Commissioner Chambers, 614 Division Street, Port Orchard, 5:30pm, or via Zoom</b>
Thursday	7/8/21	Notice of Funding Availability (NOFA) and Shelter Request for Proposals (RFP) Released – Posted on Coordinated Grant Application Website
<b>Thursday</b>	<b>7/8/21</b>	<b>Shelter RFP Bidders Meeting/Technical Assistance Training: 11am – 12pm</b>
<b>Thursday</b>	<b>7/8/21</b>	<b>Shelter RFP - Kitsap County Request for Proposals for Shelter Beds – RFP Questions available online @ 4:00pm. Please read the RFP for eligibility and requirements.</b>
Thursday – Wednesday	7/8/21 – 8/11/21	Technical assistance available by phone or email
<b>Thursday</b>	<b>8/12/21</b>	<b>Responses DUE for Shelter RFP @ Noon: Online Submission Only via SurveyMonkey Apply web portal</b>
Thursday	8/19/21	GRC Training, 10am – 12pm via Zoom
Tuesday - Wednesday	9/28/21 – 9/29/21	Agency Interviews (to be scheduled), virtual or in-person to be determined
Thursday	9/30/21	GRC Deliberations, 9am – 12pm, virtual or in-person to be determined
Thursday	10/7/21	Draft 2022 Funding Recommendations Posted to Kitsap Coordinated Grant website and in Kitsap Sun. Open 15-day Written Public Comment period
Monday	10/25/21	Written Comment Period Closes
Monday	10/25/21	<b>Board of County Commissioners Public Hearing and Action on Kitsap Housing and Homelessness Program Grant Funding Recommendations</b> Kitsap County Administrative Building, Port Blakely Conference Room, 614 Division Street, Port Orchard, 5:30pm, or via Zoom
Friday	1/1/22	Program Year Begins

## Summary of Request for Proposals

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Kitsap County (hereinafter referred to as “the County”) is initiating this Request for Proposals (RFP) from qualified applicants for the provision of emergency shelter beds, serving Kitsap residents who have lost their permanent housing and/or need a temporary place to sleep.

It is anticipated that the County will contract with multiple eligible organizations for provision of emergency shelter beds of various types.

Respondents should carefully review this RFP and the minimum program requirements for this funding.

Note: this RFP focuses narrowly on provision of services for one aspect of the Kitsap Homeless Crisis Response and Housing Plan. Information about funding for other homeless housing and services is available through a Homeless Housing and Services 2022 - 2023 Notice of Funding Availability (NOFA).

## About the Funding

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A brief description of each funding source for this RFP is listed below. For more detailed information regarding funding requirements and policies that will apply if your program is funded, please refer to the Kitsap County Homeless Housing Grant Program, Affordable Housing Grant Program, and Consolidated Homeless Grant Policy Plan (hereinafter referred to as “the Policy Plan”).

### **Homeless Housing Grant Program**

The Homeless Housing Grant Program (HHGP) was created in Washington State by Engrossed Second Substitute House Bill (ESSHB) 2163 on August 1, 2005. The law created a document recording fee on certain documents to be utilized by counties to reduce homelessness. Administration of the grant funds are shared between local governments and the state. Eligible uses of the funds are broad as long as the funded program meets goals and strategies identified in the Kitsap Homeless Crisis Response and Housing Plan.

<https://www.kitsapgov.com/hs/Pages/HH-Homeless-Crisis-Response-and-Housing-Plan.aspx>

### **Affordable Housing Grant Program**

The Affordable Housing for All Grant Program (AHGP) came about through enactment of Substitute House Bill 2060 which became law in Washington State on June 13, 2002. The law created a document recording fee on certain documents to be utilized for affordable housing projects and maintenance. Specific allowable uses of funds are outlined in the legislation and policy plan.

The Affordable Housing Grant Program and the Homeless Housing Grant Program grant funds are considered local funds. A portion of the funds collected is remitted to Washington State for distribution through statewide housing and homeless programs. The State uses their portion of

the funds for the Consolidated Homeless Grant program, which is contracted with counties and sub-contracted to homeless service providers. The portion of the funds that remains in each county is used to further the goals of the legislation through local grant programs in accordance with their homeless housing plan.

## Eligible Applicants

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Eligible applicants/recipients include:

- City or County governments
- Public Housing Authorities
- Public and private nonprofit organizations 501(c)(3)
- Local development corporations
- Faith based organizations

Additionally, all applicants must:

- Demonstrate an active governing body or board of directors with skills and experience to provide leadership and direction to the agency;
- Demonstrate the legal, financial, and programmatic ability to administer the proposed program; and
- Meet the County requirements for contracting agencies such as insurance requirements, audit, and financial requirements.

## Funds Available

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Funds for Affordable Housing Grants and Homeless Housing Grants for each grant cycle are collected in advance; therefore, grant award amounts are final, unless legislative action affects the funding or eligibility.

For 2022 - 2023, the minimum award for responses to this RFP is \$10,000. Awards are for one year; a second year of funding is anticipated to be available through a renewal process.

Not all guidelines and policies for the funds below are included in this RFP; they are detailed further in the Policy Plan. It is the applicant's responsibility to read and understand the funding requirements and restrictions.

For this RFP a Bed Rate Model will be used, paying the agency a fixed amount per year for each shelter bed that meets the listed program requirements below. It is not anticipated that the listed bed rates will fund the full cost of operating each shelter bed – it is expected that other funding will need to be raised by the agency to cover the difference.

At the time of this RFP being issued, funds are still being collected for distribution in the first year of the 2022 - 2023 Cycle. Therefore, the following are estimated bed rates for the first year of the 2022 Cycle and are subject to change before contracts are finalized:

- Drop-in Shelters: up to \$2,373/bed/year
- Continuous Stay Shelters: up to \$4,198/bed/year
- Enhanced Services Shelters: To be negotiated, depending on services offered

## Priorities

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The following are the priorities for these funding sources:

### Homeless Housing Grant Program

1. Priority is given to projects that serve people experiencing unsheltered and/or chronic homelessness and contribute directly to their moving to shelter and/or stable housing.

### Affordable Housing Grant Program

1. Operating costs for emergency shelters and licensed overnight youth shelters.
2. Supporting building operation and maintenance costs of housing projects or units within housing projects eligible to receive [Washington State] housing trust funds, that are affordable to very low-income households with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses. *[Note: affordable housing building operations and maintenance costs are available under a separate Homeless Housing and Services 2022 - 2023 Notice of Funding Availability.]*

## Eligible Activities and Scope of Work

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Eligible activities for responses to this RFP are restricted to shelter program operations. Capital expenses for shelters, such as building acquisition, repairs, rehab or construction, are not included.

### Program expense types

Previously, agencies applied separately for shelter program services and shelter operations and maintenance funding. For 2022-2023, there will be a single application for both shelter operations and building operations and maintenance, with both uses of funding able to be included in a single program budget.

Expenses may include the following categories:

- **Shelter building operations and maintenance**, including janitorial staff and supplies, building maintenance, landscaping, utilities, property management expenses, equipment repair (but not replacement or upgrade of equipment or property with a useful life of over one year), real estate taxes, building insurance, building security, and other expenses related to operating the shelter building.

Indirect administrative expenses are not allowed for shelter building operations and maintenance.

- **Shelter program operations**, including staff salaries and benefits for program administration (but NOT case management expenses), advertising, program supplies, office supplies, staff training and travel, program audit, accounting, client direct services (paid to other entities on behalf of services provided to the client, but not including rent or housing-related costs or food, e.g. *bus tokens*), program administrative costs, and indirect administrative costs (only if the agency has a federally negotiated indirect rate).
- **Case management for housing stability**, including salaries and benefits for case management staff, staff travel, training, and other costs directly related to providing case management that supports housing. Case managers must use the Kitsap County Housing Stability Planning and Progress Reports (HSPPR) to assist clients. Case managers should be, at a minimum, trained in ACES/Resiliency, trauma-informed care, racial equity, gender identity, progressive engagement, and mental health first aid.

### Types of shelter programs

Respondents to the RFP must provide one of the following types of shelter, and meet the listed elements of the definition, to be eligible for funding:

- **Drop-in Shelter**
  - Offer night-by-night living arrangements that allow households to enter and exit the program on a daily or irregular basis and do not guarantee households a bed from one night to the next.
  - There is no limit to the clients' length of stay.
  - The program may include (but are not required to include) irregular, one-time, or "light touch" interactions with case management staff.
- **Continuous-stay Shelter**
  - Offer living arrangements where households have a room or bed assigned to them throughout the duration of their stay.
  - There is no limit to the clients' length of stay.
  - Ideally the shelter, and shelter beds, are accessible to the guests 24/7.
  - Housing Stability Case Management is provided to all clients on a regular on-going basis and the Kitsap County Housing Stability Planning and Progress Reports (HSPPR) is used by case managers for all clients.
- **Enhanced Services Shelter**
  - Offer living arrangements where households have a room or bed assigned to them throughout the duration of their stay.
  - The shelter is open and available to clients 24 hours a day and 7 days a week, with a staffing model that supports this access. Guests' shelter beds are accessible to them 24/7.
  - There is no limit to the client's length of stay.
  - The program is "low-barrier" and prioritized for people with high behavioral health needs. Low-barrier is defined as not screening homeless households out of eligibility for the program for:



- having too little or no income,
  - having poor credit or financial history,
  - having poor or lack of rental history,
  - having involvement with the criminal justice system,
  - having active or a history of alcohol and/or substance use,
  - having a history of victimization,
  - the type or extent of disability-related services or supports that are needed,
  - lacking ID or proof of US Residency status, or
  - having other behaviors that are perceived as a lack of “housing readiness,” including resistance to receiving services.
- Behavioral health (mental health and substance use disorder) case management is offered “on site” by program staff (rather than clients being referred to a partner agency).
  - Partners and pets are allowed and welcomed to stay at the shelter. Storage for possessions is available while the client stays at the shelter.
  - Program rules are minimal and behavior-based. A priority is placed on keeping people in the program/shelter, rather than discharging people back to homelessness.
  - Housing Stability Case Management is provided to all clients on a regular basis (preferably weekly) and the Kitsap County Housing Stability Planning and Progress (HSPP) form is used by case managers for all clients. Case management emphasis is placed on guests transitioning out of the shelter and into sustainable permanent housing.

Any of these three types of shelter may be a “low-barrier” shelter, meeting the criteria listed above.

### Program Requirements

All funded programs must meet the following minimum requirements in their provision of shelter:

- **Coordinated Entry Referrals:** Accept referrals and intakes exclusively from the Housing Solutions Center. Domestic Violence Shelters may accept clients directly, as long as they coordinate with the Housing Solutions Center and subsequently refer clients to the Housing Solutions Center.
- **Bed Availability Tool:** Enter updated information every week day about bed availability into the online bed availability tool that is used by the Housing Solutions Center to make referrals. Drop-In Shelter programs may work out an alternative information-sharing arrangement with the Housing Solutions Center but must regularly communicate about capacity and bed availability.
- **Data Collection and Entry:** Enter all client information into HMIS, following Department of Commerce and HUD data standards that are applicable to the program. Data must be entered within 5 business days of a household’s enrollment into the program or changes in the household’s program status or household information.
- **Coordination with other Agencies:** Participate in the monthly meetings of the Kitsap Housing and Homelessness Coalition. Actively coordinate additional meetings as

needed with other agencies that provide social services to provide the most comprehensive and seamless provision of care for clients as possible.

- **Reporting:** Submit all applicable reports to Kitsap County and the Department of Commerce by the published deadlines and respond in a timely way to County information requests and countywide reports.
- **Non-Discrimination:** Ensure equal access for people experiencing homelessness regardless of race, national origin, gender identity, sexual orientation, marital status, age, veteran or military status, disability, or the use of an assistance animal.
- **Religious Activities:** No funding provided through this grant may be used to support or engage in any explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, nor may the provision of services provided be conditioned upon a program participant's engaging in any such explicitly religious activities.
- **Occupancy:** Have a bed utilization rate of no less than 90% -- calculated based on the number of bed nights provided /number of beds or rooms x possible annual nights (365 or 366). Shelters with a lower bed utilization rate each quarter may be reimbursed on a per occupancy day rate.
- **Complaint Process:** Have a written complaint/grievance policy approved by the agency's Board of Directors, provide information about the complaint/grievance process to shelter clients upon their enrollment in the program, and ensure that complaint forms are readily available to clients in the shelter.
- **Staff Training:** Staff working with clients should be, at a minimum, trained in ACES/Resiliency, trauma-informed care, progressive engagement, racial equity, gender identity, and mental health first aid.
- **Housing Stability Case Management:** Shelters that provide case management must use the Kitsap County Housing Stability Planning and Progress Report (HSPPR) to assist clients with setting housing stability goals and tracking progress. HSPPRs are part of the client record-keeping requirements.
- **Budget and Fundraising:** Funding from these grant sources should not be the sole funding for the program. Agency must demonstrate that other funds are able to be secured to support the program operations. (This information should be provided on the Program Budget documents in the Application.)
- **Performance Measurement:** Work towards achieving the countywide performance measures, including the specific performance measures in the agency contract. Washington State is in the process of determining new performance metrics for different types of homeless and housing programs. Once these statewide performance metrics are determined, Kitsap County will incorporate them into our countywide performance measurement system and will include them in the appropriate sub-contracts, including responses to this RFP.

## Application Access and Submission

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This RFP utilizes an online application system, Survey Monkey Apply. Access to the application website requires a computer with internet capability. No other method of application will be accepted.

To apply: select two separate applications from the Survey Monkey Apply home page – Organization Information 2022 and Shelter Operations RFP 2022. Both must be completed and submitted by the deadline in order to meet the application requirements for this RFP.

- **Organization Information 2022 Application** - This application provides overall agency information including policies/procedures and fiscal information.
  - Completing (and submitting) the Organization Information Application will allow your agency to submit the Project Information application for any Coordinated Grant Application throughout the 2022 application cycle including Kitsap County and City of Bremerton CDBG and Homeless Housing Grant funds. Material in Applicant Information (i.e. audit, budget) may be updated for later application submissions, if needed. *If your agency has already submitted the Organizational Information Application for a CDBG Affordable Housing RFP response for the 2022 Cycle, you do not need to submit this application a second time.*
- **Shelter Operations RFP 2022** - This application provides program information including how the agency meets the RFP qualifications, program staff information, description of the shelter program, performance measurement, and descriptions of how the shelter program meets the minimum program requirements in this RFP.

Both applications must be completed and submitted by the due date for the application to be considered complete.

The link to applications for this RFP will be available on Thursday, July 8, 2021.

**Application submission deadline is Thursday, August 12, 2021 at Noon.**

## Application Assistance

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Assistance will be provided to applicants in a variety of ways:

1. **Technical Assistance Session**

A Bidders Conference/Technical Assistance Training will be offered to assist applicants with information about submitting a complete application. The TA Training is **MANDATORY** for all respondents to this RFP.

- Shelter Operations RFP Technical Assistance/Bidders Conference  
Thursday, July 8, 2021, 11:00am – 12:00pm

Zoom Webinar, Registration: [Shelter RFP Bidders Meeting/Technical Assistance Training https://us02web.zoom.us/webinar/register/WN\\_ygKNkyU4S-GDXzNJAZhRkg](https://us02web.zoom.us/webinar/register/WN_ygKNkyU4S-GDXzNJAZhRkg)

2. **One-on-One Technical Assistance** may be scheduled by contacting staff listed at the beginning of the RFP.
3. **Application Technical Assistance** with the online application host, Survey Monkey Apply, will be available during the application period through the application site.

## Evaluation of Proposals

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Responses to this RFP will be evaluated as follows:

- Organization Information 2022 Application
  - An Eligibility and Risk Assessment will be completed to evaluate organizational and fiscal capacity along with prior grant contract performance and eligibility.
- Shelter Operations RFP 2022 Application
  - A program review and score will be completed to evaluate agency capacity, shelter program design, whether the minimum program requirements are met, and financial feasibility.

## Awards

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Successful respondents to this RFP and proposed contract awards will be announced as part of a larger package of recommendations for funding awards from various Coordinated Grant Application funding sources to the Board of County Commissioners. Please reference the Application Schedule listed above for the timing of the recommendations announcement, public comment period, public hearing, and action by the Commissioners.

## Contracting

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Agencies with successful responses to the RFP will be required to enter into a contract with the County. The contract will be issued by Kitsap County as a Housing and Homelessness Division Grant contract. All standard provisions of a Housing and Homelessness Division contract will apply.

The contract term is January 1, 2022 through December 31, 2022. A second year of funding is anticipated to be available through a renewal process and contract amendment. Please refer to additional contracting requirements in the Policy Plan.

Funded programs must meet the definition of one of the shelter program types listed and all minimum program requirements, as listed above.

Contracts will be performance-based using an annual bed-rate model, as described above.

## Notifications

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The application web address will be posted on the County website, and notifications will be sent to any agency or organization signed up to receive Coordinated Grant Application Process electronic notifications.

To sign up go to:

<https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx>

On the right side of the page click on the link to receive text or email updates. The link will take you to the Kitsap County Electronic Notification System where you can sign up. You can also sign up to receive updates for the Block Grant Program and Housing and Homelessness Division.

## Reservations

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Kitsap County reserves the right to reject any and all proposals, and to waive informality, technical defect, or clerical error in any proposal, as the interest of Kitsap County may require. All cost incurred in the preparation of the proposal will be borne entirely by the submitter. All materials submitted to Kitsap County become the property of Kitsap County and become public record.