Pierce County Human Services – Community Services/Homeless

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**Notice of Funding Availability**

**Inclement Weather Shelter and Supplies**

**NOTICE OF FUNDING AVAILABILITY (NOFA) INFORMATION**

NOFA No.: 22-006-HOMELESS-IWSS

Issue Date: July 5, 2022

Applications Due Date: July 22, 2022

**Contact**

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**Return Applications and Required Attachments ELECTRONICALLY by 4:30 p.m., July 22, 2022 to:** [PCHSCommunityPrograms@piercecountywa.gov](mailto:PCHSCommunityPrograms@piercecountywa.gov)

Table of Contents

[REQUESTS FOR REASONABLE ACCOMMODATION 3](#_Toc107910896)

[ACCESS TO REFERENCED DOCUMENTS 3](#_Toc107910897)

[NOTICE OF SOLICITATION 3](#_Toc107910898)

[AVAILABILITY OF FUNDS 3](#_Toc107910899)

[DESCRIPTION OF SOLICITED SERVICES 3](#_Toc107910900)

[Eligible Project Participants 4](#_Toc107910901)

[Eligible Activities and Use of Funds 5](#_Toc107910902)

[ELIGIBLE APPLICANTS 6](#_Toc107910903)

[ANTICIPATED TIMELINE 6](#_Toc107910904)

[APPLICATION WORKSHOP 7](#_Toc107910905)

[QUESTIONS FROM APPLICANTS & RESPONSE BY PIERCE COUNTY 7](#_Toc107910906)

[APPLICATION DUE DATE AND INSTRUCTIONS FOR SUBMITTAL 7](#_Toc107910907)

[APPLICATION THRESHOLD REVIEW 8](#_Toc107910908)

[UNACCEPTABLE APPLICATIONS 8](#_Toc107910909)

[APPLICATION EVALUATION CRITERIA 8](#_Toc107910910)

[Application Evaluation Process 8](#_Toc107910911)

[Project Application 9](#_Toc107910912)

[Scoring Applications 9](#_Toc107910913)

[Methodology for Scoring Factors 9](#_Toc107910914)

[OWNERSHIP OF MATERIAL 9](#_Toc107910915)

[APPLICATION COSTS AND PAYMENT OF CONTINGENT FEES 9](#_Toc107910916)

[EXPECTED TERM OF RESULTING AGREEMENT 10](#_Toc107910917)

[ACCEPTANCE OF TERMS AND CONDITIONS 10](#_Toc107910918)

[RIGHT TO REJECT OR NEGOTIATE 10](#_Toc107910919)

[CONTRACT AWARD AND NOTIFICATION TO SELECTED APPLICANTS 10](#_Toc107910920)

[RIGHT TO APPEAL 10](#_Toc107910921)

[CANCELLATION OF APPLICATION 10](#_Toc107910922)

[PIERCE COUNTY REQUIREMENTS 11](#_Toc107910923)

[CONTACT 11](#_Toc107910924)

# REQUESTS FOR REASONABLE ACCOMMODATION

Pierce County Human Services (hereafter referred to as the “County”) will provide reasonable accommodation to allow for equal participation in the application process. To request a reasonable accommodation, please e-mail Bryan Barmore at [bryan.barmore@ piercecountywa.gov](mailto:bryan.barmore@%20piercecountywa.gov) or call (253)798-6109 (Voice) or 711 (Telecommunications Relay Service –TRS). This document will be provided in alternate formats, upon request.

# ACCESS TO REFERENCED DOCUMENTS

This document contains active hyperlinks. Prospective applicants who are unable to access the Internet may request copies of the documents referenced in this NOFA by contacting Bryan Barmore at [bryan.barmore@piercecountywa.gov](mailto:vy.yun@piercecountywa.gov) or call (253)798-6109 (Voice) or 711 (Telecommunications Relay Service –TRS). All documents will be available on Pierce County Human Services website at [Pierce County Human Services](http://www.piercecountywa.org/cc).

# NOTICE OF SOLICITATION

In addition to providing required notification via the County’s publication of record, The News Tribune, the County will provide notification to all known interested parties and to other organizations and individuals currently on the Department’s e-mail distribution list. Any individual or organization wishing to be added to the Department’s e-mail distribution list in order to receive future notices of funding opportunities can make such a request by contacting Bryan Barmore at [bryan.barmore@piercecountywa.gov](mailto:vy.yun@piercecountywa.gov). Failure of the County to notify any interested party or parties directly regarding the availability of these funds shall not void or otherwise invalidate the NOFA process.

# AVAILABILITY OF FUNDS

The County has made the following funds available to provide temporary emergency shelter and inclement weather supplies to unsheltered homeless households in the County during inclement weather events.

For this funding competition, the County estimates total funding of approximately **$20,000** will be available for a 11-month period, August 1, 2022 - June 30, 2023. The funding source available is Homeless Document Record Fee (DRF) funds.

DESCRIPTION OF SOLICITED SERVICES **\_\_\_\_\_\_\_\_\_**

The County encourages eligible organizations to submit applications to provide temporary emergency shelter, utilizing hotel/motel vouchers, and to store and distribute inclement weather supplies to partner agencies serving unsheltered homeless households in the County. These funds will be used in accordance with the Human Services Department Inclement Weather Response Plan, that identifies the policy and protocols that are used to safeguard the lives of vulnerable homeless households during inclement weather conditions, and the Homeless Housing Program (HHP) Policies and Procedures.

The goal of this NOFA is to fund one organization to administer hotel/motel vouchers and to facilitate the storage and distribution of inclement weather supplies for people unsheltered outside the City of Tacoma boundaries.

Background

Inclement weather events create an increased safety risk for people living unsheltered. On any given night there are approximately 1,000 permanent emergency shelter beds available and recent estimates reflect there are 3,100 people living unsheltered nightly In Pierce County. Homeless people are not a homogeneous group, but consist of families with children, runaways, the elderly, the mentally and physically disabled, alcohol and drug abuse users, and vagrants. Existing public and private funded shelters cannot accommodate all the people experiencing homelessness, leaving a significant number of the population to seek shelter on the streets where they are exposed to the elements. Due to the poor state of their health and lack of adequate clothing, many of these individuals are extremely vulnerable to the elements, especially during periods of inclement weather.

In the event of inclement weather Human Services staff will coordinate access to additional temporary shelter beds and other supplies, such as water, food and transportation that will be available through this project and other local jurisdictions, as applicable. During inclement weather conditions Human Services staff will monitor forecasts and actual weather conditions to determine plan activation. Since Pierce County is a large geographically diverse county, stage activation may vary by region. If weather conditions are identified as severe Human Services will work with the Pierce County Department of Emergency Management to provide additional resources to ensure that unsheltered homeless have access to appropriate shelter and other supplies.

This project will coordinate with partner agencies, including governmental agencies, the Tacoma-Pierce County Coalition to End Homelessness, and non-profit agencies providing street outreach, day shelter, overnight shelter and/or Coordinated Entry services. Partner agencies will be activated and expected to respond to inclement weather conditions.

Inclement Weather Activation Criteria

Inclement weather temporary shelters, utilizing hotels/motels are activated when any one of the following criteria are met:

* Forecasted or actual snow accumulation
* Forecasted or actual temperatures of a certain degree Fahrenheit or below
* A period of days where temperatures are forecast to reach certain degree or above
* The air quality index is at a “very unhealthy” level, see Appendix A. The air quality index used to determine the level of health concern is the Puget Sound Clean Air Agency website.

These criteria will be further defined in the Pierce County Severe Weather Response Plan and are subject to change.

## Eligible Project Participants

A household may be either a one-person household or a multi-person household of two or more persons living together. Households must meet one of the two following categories of the HUD homeless definition:

* Literally Homeless: Individual or family that lacks a fixed, regular and adequate nighttime residence and that:
  + - Has a primary residence that is a public or private place not meant for human habitation; or
    - Sleeps in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government projects); or
    - Is exiting an institution after residing there for 90 days or less and resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
* Fleeing/Attempting to Flee Domestic Violence: Any Individual or family who:
* Is fleeing, or is attempting to flee, domestic violence or other like situations
* Has no other residence; and
* Lacks the resources or support networks to obtain other permanent housing.

## Eligible Activities and Use of Funds

Funds under this NOFA generally support activities detailed in the categories below. Please note that the Pierce County Homeless Housing Program Policy Manual[[1]](#footnote-2) provides additional detail for eligible activities by funding source. The County’s monitoring includes an assessment of compliance with all funding sources; therefore, contractors are expected to know all funder requirements applicable to their projects.

* **Program Operations**

All project types may apply for eligible activities under the Program Operations category. These eligible expenses may differ by funding source and will be finalized during contract negotiations.

|  |
| --- |
| **Program Operations Activities** |
| **Costs Associated with Payroll** |
| **Staff Salaries/Benefits** |
| **Inclement Weather Costs** |
| **Hotel/Motel** |
| **Inclement Weather Supplies (water, food, and other items with prior approval from County)** |
| **Transportation** |
| **Other Program Costs** |
| **General Liability Insurance** |
| **Office Internet** |
| **Office Space** |
| **Office Supplies** |
| **Office Utilities** |
| **Staff Training/Conference/Per Diem** |
| **Telephone** |

* **Administrative Expenses**

Applicants may apply for eligible activities under the Administrative Expenses category. Eligible Administrative Expenses must not exceed 10% of the total direct costs.

|  |
| --- |
| **Administrative Expense Activities** |
| **Advertising** |
| **Communications** |
| **Facilities Maintenance & Repairs** |
| **Insurance** |
| **Machinery & Equipment** |
| **Office & Operating Supplies** |
| **Personnel Salaries & Benefits** |
| **Professional Services (e.g., bookkeeping, audits)** |
| **Public Utilities** |
| **Small Tools & Minor Equipment** |

Indirect Costs:

Projects may not apply indirect costs to rental assistance or leasing costs. Indirect costs eligibility varies by funding source. Indirect costs are ineligible with all Consolidated Homeless Grant funding. Indirect costs are eligible for Emergency Solutions Grant, Tacoma Housing Authority, and Document Recording Fee (DRF) funding.

Project applicants with an approved federally negotiated indirect cost rate may charge Indirect Costs to the award. Project applicants must submit a copy of their federally approved Indirect Cost Rate Proposal with their application. Indirect costs are defined at 2 CFR 200.56, 200.413 and 200.414.

Project applicants that do not have an approved federally negotiated indirect cost rate may charge an Indirect Costs rate of 10% of modified total direct costs, per 2 CFR 200.414(f).

# ELIGIBLE APPLICANTS

The County strongly prefers applicants applying for funding have experience with assisting homeless households. The County may consider organizations without prior experience in the provision of services to homeless populations provided the organization demonstrates they have project leadership and staff with the expertise and capacity in serving households coming out of or avoiding homelessness; AND demonstrates that expansion into homeless services is within the organization’s mission and an identified component of the organization’s goals and objectives. Applicants must be registered as a business entity with the State of Washington and possess a Washington State Unified Business Identifier (UBI) number and a Federal Tax ID number. Any non-profit organization serving residents of the County may apply to use these funds for eligible activities.

# ANTICIPATED TIMELINE

The following anticipated timeline is subject to change, at the discretion of the County:

**July 5, 2022:** Notification of Funding Availability published in The News Tribune, the County’s newspaper of record. Applications posted on the [Pierce County Human Services](http://www.piercecountywa.org/cc) website.

**July 11, 2022:** Application Workshop for all prospective applicants, 9:00 a.m. – 10:00 a.m., via Zoom.

Link to join the webinar:

<https://piercecountywa.zoom.us/j/95322568425?pwd=ci9POHZnWVpRWktNZWdmNkJacjFRUT09>

Join by Telephone: 253-215-8782 or 877-853-5247 (Toll Free)

Webinar ID: 953 2256 8425

Passcode: 371195

**July 15, 2022:** Questions from prospective applicants are due by 4:30 p.m.

**July 18, 2022:** The County’s written response to each question submitted, communicated to all known prospective applicants and posted on the [Pierce County Human Services](http://www.piercecountywa.org/cc) website. Project Performance Reports are issued to agencies that have data in HMIS for the identified period and have submitted an Intent to Apply.

**July 22, 2022:**  **Application submission deadline;** applications are due to the County **ELECTRONICALLY** no later than 4:30 p.m. to [PCHSCommunityPrograms@piercecountywa.gov](mailto:PCHSCommunityPrograms@co.pierce.wa.us).

**August 1, 2022:** Awards announced

# APPLICATION WORKSHOP

There are no mandatory workshops associated with this NOFA. However, County staff will conduct one application workshop. See Anticipated Timelines above for more information on the workshop time and location. Workshop attendance is highly encouraged for all applicants.

# QUESTIONS FROM APPLICANTS & RESPONSE BY PIERCE COUNTY

Applicants are invited to submit questions to the County regarding the application process and/or the content of this NOFA. Questions must be submitted in writing no later than the date and time indicated in the Anticipated Timeline. Inquiries must be submitted via e-mail to [PCHS CommunityPrograms@piercecountywa.gov](mailto:PCHS%20CommunityPrograms@piercecountywa.gov).

The County will provide a response to all questions received no later than the date and time indicated in the Anticipated Timeline, and, as applicable, will issue any resulting amendments to this NOFA. All responses will be posted on the Pierce County Human Services website at [Pierce County Human Services](http://www.co.pierce.wa.us/index.aspx?NID=2779). Pierce County staff will not answer any questions posed, emailed or submitted by an applicant as it relates to the NOFA after the deadline indicated in the Anticipated Timeline.

# APPLICATION DUE DATE AND INSTRUCTIONS FOR SUBMITTAL

Applicants must follow the instructions below. Applications which do not meet the submission requirements will not be considered.

Applicants must complete the appropriate Project Application package located on the Human Services website at [Pierce County Human Services](https://www.co.pierce.wa.us/2779/Solicitations-and-Competitive-Bids). All applications and required attachments submitted for each project must be submitted electronically by email to [PCHSCommunityPrograms@piercecountywa.gov](mailto:PCHSCommunityPrograms@co.pierce.wa.us) no later than the time and date indicated in the Anticipated Timelines section. These documents will be used by the Application Evaluation Committee (AEC) to establish a project prioritization list.

Each page of the application must be numbered, and document footers must contain the name of the applicant organization and project name. Attachments may have separate page numbers. Documents generated by a third-party entity (e.g. audit) with pre-existing footers may be submitted with footers as is. Applications and all forms requiring signature must be signed by a person authorized to bind the agency in a contract. Applications must be completed in Arial font, size 11 and must not exceed the response limitations listed in the application.

The application document should be submitted as a pdf file with the following naming convention: 2022 Agency Name Inclement Weather Project Application. (Example: 2022 Blue River Non-Profit Inclement Weather Project Application)

The application budget should be submitted as an Excel file with the following naming convention: 2022 Agency Name Inclement Weather Project Budget. (Example: 2022 Blue River Non-Profit Inclement Weather Project Budget)

All other attachments should be submitted as separate pdf files with the following naming convention for each document: 2022 Agency Name Inclement Weather Project Attachment Name (2022 Blue River Non-Profit Inclement Weather Project Audit)

In all instances above, “Agency Name” should be replaced with the actual Agency Name and “Attachment Name” should be replaced with a succinct description of the document. For example, the naming convention for an audit would replace “Attachment Name” with “Audit”.

# APPLICATION THRESHOLD REVIEW

County staff will review applications to ensure the minimum Project Eligibility requirements are met. This review will include a threshold review to ensure applications meet the minimum criteria listed below:

* The application is complete and responsive to the Description of Solicited Services
* The application includes required attachments, including an original signed application and original signed Acknowledgement of Required Assurances document
* The applicant is an eligible entity.

Applications will be considered as submitted. The County will only contact the agency for curable deficiencies. Applicants are strongly encouraged to carefully review the Anticipated Timelines described above.

All applications that meet the minimum threshold will be presented to the Application Evaluation Committee, which will evaluate all acceptable applications and make funding recommendations.

# UNACCEPTABLE APPLICATIONS

Applications submitted that are not responsive to the requirements of the solicitation are unacceptable and shall not be considered. Unacceptable applications are those that are subject to at least one of the following shortcomings:

* Does not meet the deadline for submittal; or
* Does not meet the threshold requirements.

# APPLICATION EVALUATION CRITERIA

The application evaluation criteria are designed to, as objectively as possible, measure the merit of each project in the competition. Whenever it is available, data will be used to evaluate the project. Applications will be scored on criteria, as described below. For all criteria that cannot be objectively measured and scored, the Homeless Document Recording Fee Advisory

Group will evaluate project applications according to a standardized scoring rubric that aligns with the priorities, expectations, and requirements of this NOFA.

## Application Evaluation Process

The Homeless Document Recording Fee Advisory Group, comprised of representatives from Pierce County, City of Tacoma and City of Lakewood, will review, score applications and make final funding decisions.

## **Project Application**

The application includes narrative questions, a proposed project budget (Attachment A) Acknowledgement of Required Assurances (Attachment B), the E-Verify Certification (Attachment C), and the Pre-Award Risk Assessment (Attachment D). Eligible project types are described in the Description of Solicited Services, above.

## Scoring Applications

The Homeless Document Recording Fee Advisory Group will evaluate the Project Narrative and Budget sections. Scores for applications will be comprised of the factors listed in the table below.

|  |  |
| --- | --- |
| **Application Scoring for**  **Applicants without Data** | |
| **Item** | **Percentage of App Score** |
| Project Narrative | 30% |
| Capacity and Experience | 30% |
| Staffing | 20% |
| Project Budget | 20% |
| **Total Application Score** | **100%** |

## Methodology for Scoring Factors

The following methodology shall be used to calculate the scoring factors for applications without data.

Project Narrative, Capacity and Experience and Staffing: These sections will be scored on how the applicant responds to the narrative questions in each section.

Project Budget: This section will be scored on Attachment A (Proposed Project Budget) and applicant response to the budget narrative question in the application.

# OWNERSHIP OF MATERIAL

Applications and other materials submitted in response to this request become the property of the County, are documents of public record, and will not be returned. By submitting an application, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in their applications.

# APPLICATION COSTS AND PAYMENT OF CONTINGENT FEES

The County is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation are the responsibility of the applicant, including travel costs to attend workshops and/or contract negotiation sessions.

In the event that the organization’s application was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the applicant understands and agrees that no contingent fees will be paid under any resulting award.

# EXPECTED TERM OF RESULTING AGREEMENT

The contract period under this NOFA shall be for 12 months beginning July 1, 2022 and ending June 30, 2023.

# ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a response to this NOFA, the applicant acknowledges and accepts all terms and conditions of this request and all County and Federal regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the application will become part of the contract agreement. The applicant is bound by the terms of the application unless the County agrees that specific parts of the application are not part of the agreement. The County reserves the right to introduce different or additional terms and/or conditions during final contract negotiations.

# RIGHT TO REJECT OR NEGOTIATE

The County reserves the right to reject any or all applications, if such a rejection is in the County's best interest. This NOFA is a solicitation for offers and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be purchased by the County. The County may withdraw this notification at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, the County reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, the County reserves the right to arrange an on-site visit/review to determine the applicant's ability to meet the terms and conditions described in this NOFA.

# CONTRACT AWARD AND NOTIFICATION TO SELECTED APPLICANTS

Decisions regarding contract awards for activities solicited by this announcement will be made as outlined by the requirements of this NOFA.

All applicants will be notified by U.S. mail as to the decision regarding their application. Successful applicants will work with Pierce County Human Services staff to negotiate and execute a contract.

# RIGHT TO APPEAL

Applicants whose applications are not selected have the right to appeal the decision of the County, limited to procedural errors in the selection process. In the event that no such procedural errors are found to have occurred, the decision of the County shall be final.

An aggrieved applicant may, within seven business days after the selection of prospective eligible projects, appeal in writing to the Director of Pierce County Human Services. The appeal must state all facts and arguments upon which the appeal is based. The Director for Pierce County Human Services will review the content of the County’s solicitation document, the applicant’s application and the facts which form the basis for the appeal. The Director will render a written decision within 30 business days of the receipt of the appeal.

# CANCELLATION OF APPLICATION

The County reserves the right, with or without cause, to cancel any contract resulting from this NOFA with a 30-calendar day written notice sent by certified mail, return receipt requested, to the applicant’s address of record, as indicated the applicant’s application to this NOFA (or last known address on file).

# PIERCE COUNTY REQUIREMENTS

Applicants who are awarded a contract agree to:

* Comply with the policies of Pierce County Human Services
* Purchase comprehensive liability insurance and bonding, as required by the County
* Comply with federal and state laws requiring the safeguarding and disclosure of confidential information
* Document background checks for all employees, volunteers, or interns who will or may have unsupervised contact with children or vulnerable adults
* Certify that the firm, association or corporation or any person in a controlling capacity or any position involving the administration of federal, state or local funds is not currently under suspension, debarment, voluntary exclusion, or a determination of ineligibility by any agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any agency within the past three years; does not have a proposed debarment pending; has not been indicted, convicted or has not had a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past three years
* Maintain project and financial records for audit review, and providing access to documentation upon request by the County
* Submit project and financial reports, as required by the County

# CONTACT

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1. The most updated version of the Policy Manual can be found on the County website at: https://www.piercecountywa.gov/4812/ Reports-Plans-and-Policies [↑](#footnote-ref-2)