



AGENDA

CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE

223 East 4th Street, Room 160

Port Angeles, Washington

April 7, 2023 – 9 a.m.

Housing Solutions Committee meetings will also be available virtually at:

Please Note this is a Zoom ID# and Passcode

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 731 249 7453 and passcode: 08816

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/7312497453> and passcode: 08816

This meeting can be viewed on a live stream at this link:

<https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment and questions can be directed to the Housing Director at 360-417-2478 or timothy.dalton@clallamcountywa.gov

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES

- March 3, 2023

REPORTS AND PRESENTATIONS

- 2023 Affordable and Supportive Housing RFP - Christy Smith/Timothy Dalton
 - General Obligation and Revenue Bonding with 1406 and 1590 funds
- Workforce and Market Rate Housing Committee Report
- Legislative update – Commissioner Ozias
- Director Report - Timothy Dalton
- Committee Roundtable – Update Opportunity

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – May 5, 2023 at 9 a.m.

ADJOURNMENT

Housing Solutions Committee

Draft

March 3, 2023 Minutes



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of March 3, 2023

MEETING OF THE HOUSING SOLUTIONS COMMITTEE (HS)

Chair Christy Smith called the meeting to order at 9 a.m., Friday, March 3. Also present were Randy Johnson, Colleen McAleer, Leslie Bond, Colleen Robinson, Caleb McMahon, Nathan West, Shawn Washburn, Sara Martinez, Shawn McCourt, Cheri Tinker, Lowell Rathbun, Michael Sivia, Kathy Morgan, Gregory McCarry, and Wendy Sisk. Glenn Ellis, Sharon Maggard, and Rod Fleck were excused.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Emery moved to approve the agenda as with modification, Johnson seconded; motion carried

APPROVAL OF MINUTES

- Minutes – February 3, 2023

ACTION TAKEN West moved to approve the minutes as presented, Ellis seconded motion; motion carried

REPORTS AND PRESENTATIONS

- Request for Proposal Update - Christy Smith
Updated was provided on the request for proposal (RFP) process. RFP is expected to be through Legal and Finance back to committee for the April 7th meeting. Discussion was held concerning General Obligation and Revenue bonding through 1590 funding for large scale project as opposed to regular yearly allocation funding. RFP is set tentatively set to come for Committee approval at the April 7th HSC meeting with recommendations at the April 7th.
- Goal 1 committee update - Colleen McAleer
Update give from the Workforce and Market based housing subcommittee on the Goal 1 Committee. The Subcommittee is meeting the second Thursday of every month at 10:30am and has worked through the first two objectives and will be bringing the timeline to the full committee at the April meeting.
- Director Update
Update was provided on legislative issues concerning GMA and Housing. Dalton reported on recent Washington State Department of Commerce 2044 Housing projections for Clallam County showing a housing need of 5847 in units with 79% being for people with 80% of AMI or lower. Department of Housing and Urban Development just announced \$794 million funding for Indian Block Grant – Three tribes within Clallam County receiving \$2.3 million.

PUBLIC COMMENT

- Brad Griffith, Sequim spoke of issues concerning housing and next generation workforce Trade workers

NEXT MEETING DATE

- Next meeting is April 7, 2023 at 9 a.m.

ADJOURNMENT

- Meeting concluded at 10:10 a.m.

Housing Solutions Committee

Draft Final Version

Request for Proposals

**2023 Affordable and Supportive Housing
Grant**

Draft Version



Affordable and Supportive Housing Funding in Clallam County

2023 Request for Proposals

DEADLINE: August 16, 2023

CLALLAM COUNTY Housing Solution Committee
2023 REQUEST FOR PROPOSALS (RFP)
Affordable and Supportive Housing Funding

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CLALLAM COUNTY AFFORDABLE AND SUPPORTIVE HOUSING FUNDING REQUEST FOR PROPOSAL SUMMARY

The Clallam County Board of Commissioners recognize the need to find innovative housing solutions in Clallam County. On March 15, 2022 the Board of County Commissioners established a Housing Solutions Committee under Resolution 32, 2022. The committee shall be responsible for developing programs to promote housing solutions in Clallam County. The committee will also make recommendations to the Board of Clallam County Commissioners for expenditures funding must be in accordance with RCW 82.14.530 and RCW 84.52.105. Clallam County Housing Solution Committee is requesting proposals for Affordable and Supportive Housing funding through the use of 1590 and 1406 funding. The Housing Solution Committee has prioritized and selected the following service areas for 2023 funding:

1. A minimum of sixty percent of the proceeds must be used for the following purposes:
 - A. Constructing affordable housing, which may include new units of affordable housing within an existing structure, and facilities providing housing-related services, solely for eligible households (as defined below); or
 - B. Constructing mental and behavioral health-related facilities; or
 - C. Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.
2. The remaining proceeds must be used for the operation, delivery and evaluation of mental and behavioral health treatment programs and services or housing- related services.
3. No more than ten percent of the proceeds may be used to supplant existing local funds.
4. For purposes of this provision, “eligible households” means persons within any of the following population groups whose income is at or below sixty percent of median income:
 - Persons with ((mental illness)) behavioral health disabilities;
 - Veterans;
 - Senior citizens;
 - Homeless, or at-risk of being homeless, families with children;
 - Unaccompanied homeless youth or young adults;
 - Persons with disabilities;
 - Domestic violence survivors.

Proposals/applications must have one priority selected. Only one funding priority can be selected for each application. You must submit more than one application if you are proposing multiple projects.

PROPOSALS MUST BE RECEIVED IN THE CLALLAM COUNTY BOARD OF COMMISSIONERS' OFFICE NO LATER THAN 3:00 P.M. ON WEDNESDAY AUGUST 16, 2023, WHETHER HAND DELIVERED OR BY U.S. MAIL. NO LATE PROPOSALS WILL BE ACCEPTED.

EACH PROPOSAL MUST BE:

- 1. IN A SEPARATE ENVELOPE**
- 2. THREE RING HOLE PUNCHED**
- 3. ONE (1) ORIGINAL
AND**
- 4. EIGHT (8) COPIES**
- 5. THE OUTSIDE OF THE ENVELOPE SHALL BE MARKED "Affordable and Supportive Housing Program Funding Proposal 2023"**
- 6. AN ELECTRONIC PDF VERSION OF THE PROPOSAL MUST BE SENT TO Timothy Dalton Interview with the RFP Review Committee will be held the week of August 28-31, 2023 time TBD. Bidders will be contacted to schedule a virtual interview.**

This Request for Proposal is available on the Internet at <http://www.clallamcountywa.gov/> or by contacting Timothy Dalton at Clallam County Housing Solution Committee;
Phone: 360.417.2478;
Email: timothy.dalton@clallamcountywa.gov.

The Clallam County Housing Solutions Committee reserves the right to make unilateral modifications to this RFP to address changes on the state and/or local level.

REQUEST FOR PROPOSAL (RFP) TIMELINE
CLALLAM COUNTY 2023 AFFORDABLE AND SUPPORTIVE HOUSING FUNDING

Date	Activity
January 6, 2023	Housing Solution Committee – Create Sub Committee the 1590 & 1406 RFP Funding
February 3, 2023	HSC review rough RFP moves back to Subcommittee for formal RFP
February 17, 2023	Sub Committee reviews RFP
February 27, 2023	Sub Committee approves RFP
February 28, 2023	RFP sent to Legal for review
April 7, 2023	HSC Committee reviews and makes recommendation to move RFP to BOCC for review and approval to issue RFP and notice to call for RFP
April 17, 2023	BOCC Commissioner Work session reviews RFP and notice to call for RFP
April 25, 2023	BOCC Commissioner Regular Meeting approves RFP and notice to call for RFP
June 2, 2023	HSC appointed interview panel
June 6, 2023	2023 AFFORDABLE AND SUPPORTIVE HOUSING RFP opens
August 16, 2023	2023AFFORDABLE AND SUPPORTIVE HOUSING RFP closes
August 21, 2023	BOCC work session opens RFP
August 28-31, 2023	MANDATORY virtual interviews with RFP Review Committee. Rating sheets completed/finalized. Preliminary recommendations made
September 1, 2023	Housing Solution Committee Meeting Recommended Project on Agenda for Approval
September 11, 2023	BOCC Work Session for funding recommendations
September 19, 2023	BOCC approval of funding recommendations
September 25, 2023	Contracts returned to HSC with signatures
September 26, 2023	BOCC regular meeting for contract final approval
October 1, 2023	Contract period begins

Note – All dates are subject to change

I. APPLICANT ELIGIBILITY

This RFP is seeking interested providers, both public and private, with applicable experience and infrastructure to provide Affordable and Supportive Housing within Clallam County.

Who is Eligible for Services under these Funds?

For purposes of this provision, “eligible households” means persons within any of the following population groups whose income is at or below sixty percent of median income:

- o Persons with ((mental illness)) behavioral health disabilities
- o Veterans
- o Senior citizens
- o Persons who are homeless, or at-risk of being homeless, including families with children
- o Unaccompanied homeless youth or young adults
- o Persons with disabilities
- o Domestic violence survivors

II. AVAILABLE FUNDING

Revenue Source	Purpose/Use of Funds	2023 RFP –
1590	Local – affordable housing	\$1,147,500
1406	Local – affordable housing	\$127,000
Total		\$1,275,000

CAPITAL PROJECTS – 2023

- Clallam County intends to make funding awards for the funding year 2023 based on recommendations from the Housing Solutions Committee in response to a Request for Proposal (RFP), published in May 2023. This collaborative, community- based process will identify projects through scoring criteria that will be recommended to the Clallam County Commissioners for capital funding.
- All funding awards are dependent on the availability of federal and state capital funding received by Clallam County.

III. PERIOD OF PERFORMANCE

The period of performance for housing solicited under this RFP begins October 1, 2023 and runs until completion of the approved projects.

III. MINIMUM TECHNICAL REQUIREMENTS

All responses to this Request for Proposals (RFP) must be complete and meet the following minimum technical requirements to be further reviewed. All proposals shall be on plain white bond paper (8.5 x 11 inches) using 12 font with 1 inch margins. Pages should be numbered, including all attachments. Pages may be double sided. Binder clips may be used to keep pages together. **The original (1) proposal and eight (8) additional copies, including all supporting material**, must be three hole punched, sealed in an envelope or box, and submitted to:

MAILING ADDRESS:

Clallam County Board of Commissioners
Attn: Housing Solution Committee
223 East 4th Street; BOCC Office
Port Angeles, WA 98362

PHYSICAL ADDRESS:

Clallam County Board of Commissioners
Clallam County Courthouse
Attn: Housing Solution Committee
223 East 4th Street; BOCC Office
Port Angeles, WA 98362

Please clearly mark the mailing address on the box or envelope. Proposals must be **received BY 3:00 p.m Wednesday August 16, 2023 at the physical address**. Proposals not received by the deadline will not be considered for review. If a proposal is mailed to a location or office that is not designated for receipt of the proposal and, as a result, the designated office does not receive the proposal by the deadline, the proposal will be considered late and ineligible for review.

I. GRANT PROPOSALS

All grant proposals will be screened and rated based on the following Narrative information.

Instructions for Completing the Grant Proposal Project Narrative:

Using Attachment B: Narrative Template for Grant Proposals, please provide the following information. The Narrative is limited up to 5 pages (excluding attachments).

NARRATIVE INFORMATION

1. Organizational Capacity

A. Organizational Governance

Provide a brief description of your internal governance and leadership structure.

B. History of Project Management

Provide evidence and examples of similar housing projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publicly funded projects in a timely manner, within budget, and consistent with funding requirements.

C. Staffing Capacity

Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications. Discuss how key staff have demonstrated experience working with and understanding the service needs of people experiencing homelessness.

D. Partner Agencies

If this is a collaborative project, identify the other partners involved, their role, and your role. If you are partnering with another agency/agencies, *attach their letter of commitment*.

2. Project Description

A. Project Design

Describe your project. Include what type of housing you will provide, and where will housing will be located within Clallam County. Provide a timeline for implementation. Discuss how the goals of this project will effect affordable or supportive housing in Clallam County.

B. Evaluation

Describe your plan for housing evaluation, including data collection, management and analysis. Use the Evaluation Worksheet (**Attachment C**) to describe: 1) Goals; 2) Activities and 3) Objectives. Objectives must be measurable and include both

outputs and outcomes. One output should be the number of individuals housed. Outcomes are benefits or changes for program participants. Describe how project outcomes will be measured. Describe how client satisfaction will be measured.

3. Community Needs and Benefit

A. Needs Assessment and Target Population

What is the target population you intend to serve, and what is that populations' unmet need or gap in housing you propose to address? How many people in Clallam County are in need of the housing you propose, and what method did you use to estimate that number? How many individuals within this target population will you serve during the grant period?

B. Outreach

Describe your outreach plan for your target population and how it ensures that eligible persons learn about and have access to your program.

C. Link between Community Need and Gaps in Housing

Describe the Affordable and Supportive Housing priority your project addresses. Describe which goal(s) of the Clallam County Affordable and Supportive Housing Clallam County Gaps and Needs Analysis your project addresses.

4. Impact of Funds

A. Budget Narrative

Provide a narrative that is descriptive or helpful to explain proposed expenditures in (**Attachment D**). If your project includes salaries and benefits, please list position(s) and FTE to be paid by these funds.

B. Additional Resources and Sustainability

Are you using any matching funds? If yes, what is the source? Discuss if appropriate how this project will be sustained after these funds are exhausted. Describe the impact of receiving only a portion of the requested funds. If you did not receive full funding, what percentage of requested funds would be required in order to fulfill your project, and what would be the source of remaining funds.

Grant Proposal Checklist

ONE (1) ORIGINAL PROPOSAL AND EIGHT (8) COMPLETE COPIES ARE REQUIRED (all three ring hole punched).

Grant Proposals must include the following required components in the following order:

- ❑ **Attachment A – Grant Summary Page**
Directions – Complete Attachment A. Limited up to one page.
- ❑ **Attachment B – Narrative Template for Grant Proposals**
Directions – Using Attachment B: Narrative Template for Grant Proposal, provide responses to all Narrative questions including Organizational Capacity, Community Needs and Benefit, Project Description and Project Financial Feasibility. Limited up to 5 pages. Attach copy of your most recent financial audit. Include any responses to any findings, etc.
- ❑ **Attachment C – Evaluation Worksheet**
Directions – Using Attachment C, submit detailed information in response to Narrative sections: Community Needs and Benefit and Project Description.
- ❑ **Attachment D – Project Budget Form**
Directions – Project budget must include all expenses, in detail, for the proposed budget. All funds being requested need to be identified and any match or in-kind going towards the project. Staffing should include salaries and benefits separately and include titles of all staff (if applicable). Budget items should be numerically prioritized with 1 being the most essential. A maximum 10% Administration fee is allowed for projects if needed, however, Administration is not allowed on Capital Projects (Affordable Housing 2060).

No other attachments are to be submitted and will not be reviewed.

II. REVIEW AND SELECTION CRITERIA

The Clallam County Housing Solution Committee will convene a review committee and evaluate eligible proposals and make recommendations to the Clallam County Board of Commissioners. Only individuals who do not have a conflict of interest will participate on the review committee.

Grant Proposals will be evaluated as per section VII. GRANT PROPOSAL of this RFP packet. The review committee will convene to develop written questions they have regarding each proposal. Proposers will be notified of the date and time to appear before the committee for a question and answer session. Proposers will give a 5-10 minute summary of their proposed project and then have time to address the questions from the committee. The sessions are used to further the evaluation process and clarify questions raised by the written proposals. Be prepared to respond to questions about the proposal related to project design, community collaboration and the budget. Please bring the persons within the organization that can provide a response to such questions.

All applicants will be notified in writing of the acceptance or rejection of their proposals. If a proposal is not selected for funding, the organization may resubmit a proposal at the next grant cycle.

1. Important factors include:

- a. The degree the proposal addresses gaps in housing.
- b. Effectiveness of proposed housing demonstrated by strategies to obtain realistic projected measurable outcomes.
- c. Proposal cost versus housing provided.
- d. Efficacy of program design and the degree to which the agency demonstrates an understanding of the program/project requested by the RFP.
- e. Compliance of proposal with the requirements contained within the RFP.
- f. Evidence of successful collaboration with other organizations in the community that provide similar or complementary services that will assist in making the project a success.
- g. The program must provide services only within Clallam County boundaries.

In evaluating each proposal, the County reserves the right to consider past County contract performance if the provider has had a contract for services in the past.

2. Unacceptable Proposals

Some examples of what would constitute an unacceptable proposal are those which meet at least one of the following criteria:

- a. Does not address the essential requirements as part of the *Project Narrative Questions* in the RFP
- b. Does not address the essential requirements of the particular RFP
- c. Demonstrates that the applicant does not understand the requirements of the RFP
- d. Deficient in approach
- e. Contains inappropriate or unreasonable costs
- f. Does not meet the deadline for submittal
- g. Does not meet the prescribed number of copies for submittal

III. PROPOSAL EVALUATION AND SELECTION PROCESS

Selection Process

1) General

The following procedure will be used to evaluate the proposals and select finalists. All complete eligible proposals received within the established deadline will be evaluated by the RFP Screening Panel.

2) RFP Screening Panel

The Housing Solutions Committee will establish a panel made up of members.

3) Proposal Evaluation

Applicants whose proposal is being considered for an award shall be required to make an oral presentation of their proposal to the Housing Solutions Committee. The HSC reserves the right to recommend funding for multiple contracts under this RFP or recommend funding for a portion of the requested amount at their discretion.

EVALUATION WORKSHEET

Submission Requirements and scoring

All proposals must include the following elements. We reserve the right to disqualify any incomplete proposals.

- 1) Alignment with Priorities - (15 points) The proposal should describe outreach efforts and the level of community support, how the project aligns with the priorities of the Housing Solutions Committee and the principals of housing first.
- 2) Project Design – (15 points) The proposal should clearly describe the project design in detail and how it aligns with the priorities.
- 3) Budget – (15 points) Proposal must include Program or Project Budget which includes a complete breakdown of all funding sources already received or committed for this Program or Project, current operating budget for the project requesting the funding OR if a new project is proposed an operating Pro Forma for fifteen years.
- 4) Supports Vulnerable and Disadvantaged populations – (15 points) Proposal must provide evidence of populations to be served.
- 5) Management and Financial Capacity – (15 points) – Proposal should include narrative about management capacity, including past projects as examples, include prior year's tax return or audited financial statements and the annual report for the previous year.
- 6) Timeliness – (15 points) Please provide a well-developed and thoughtful plan describing how you will approach this assignment and complete the purpose of the proposal. The proposal should describe the timeline for the project and immediacy of the need of funds, the remaining components to be secured before shovel ready, the plan for unfunded components, projected construction start date.
- 7) Partnerships and Collaborations – (10 points)

The proposal will be evaluated based on the clarity of proposal, completeness of the submission including required certifications and documentation and readiness to begin the Program or Project if funding is awarded.

PROPOSAL TERMS AND CONDITIONS AND INSURANCE REQUIREMENTS

A. Subcontracting

- i. Proposers must include any plans for subcontracting of housing or activities of the programs. It is understood that the contractor(s) is held responsible for the satisfactory accomplishment of housing or activities included in such subcontract. Clallam County reserves the right to approve all subcontractors.

B. Rejection of Proposal

- i. No applications (Proposals) submitted under this Request for Proposals (RFP) will be returned for correction or clarification. If the application is incomplete, it will be rejected. Verbal, alternative, and late proposals will not be considered for selection. Clallam County reserves the right to accept or reject any or all proposals received as a result of this RFP, to

negotiate with all qualified sources, or to cancel in part, or in its entirety, this RFP if it is in the best interest of Clallam County to do so.

C. Appeal Process

- i. Any agency may appeal the selection of proposals by filing a complaint, in writing, to the Clallam County Housing Solution Committee (HSC). The HSC members will meet to review all complaints and render a decision of how to proceed. If a decision is rendered that is not agreeable to the agency, they may file a complaint with the Clallam County Board of Commissioners.

D. Cancellation of Award

- i. Clallam County reserves the right to cancel an award immediately if new State Laws or policy determinations make it necessary to substantially change the project purpose or content, or prohibit such a project, or if the funds became unavailable.

E. Price Warranty

- i. The proposer warrants that the rates quoted for housing in response to this RFP are not unreasonably greater than the rates for the same housing performed by the same individuals under any other existing contracts or grants.

F. Waivers

- i. The right is reserved by Clallam County to waive specific terms and conditions contained in this Request for Proposals (RFP). It shall be understood that any proposal is predicated upon the acceptance of all terms and conditions in the RFP unless the proposer has obtained such a waiver.

G. Nondiscrimination in Housing and Employment

- i. It is the policy of Clallam County to encourage and support equal opportunity in employment.
- ii. No person shall, on the grounds of race, color, religion, sex, handicap, sexual orientation, national origin, age, citizenship, political affiliation or belief, be denied employment or benefits, or be discriminated against as a participant, administrator, or staff person under any program or activity receiving funds under Clallam County.
- iii. In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in the admission, access, treatment, or employment in any program or activity.

- iv. The proposer agrees to comply with all provisions of the Americans with Disabilities Act and regulations interpreting or enforcing such Act.
- v. The proposer agrees to provide equal opportunity in the administration of the contract, and its subcontracts, purchase orders or other agreements, and in the delivery of services to applicants/participants.
- vi. The proposer agrees to make every feasible effort to remove artificial barriers to employment, including, but not limited to, the elimination of sex stereotyping in employment and architectural barriers for the handicapped. Every effort shall be made to employ members of the eligible population in the staffing and administration of the project.

J. Limitation

This Request for Proposals does not commit Clallam County to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

K. Signature

The proposal shall be signed by an official authorized to bind the bidder and shall provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the bidder, and who may be contacted during the period of proposal evaluation.

L. Contract Award

Clallam County may award a contract based on proposals received; therefore, each proposal should be submitted in the most favorable terms from a budgetary, technical, and programmatic standpoint. Clallam County reserves the right to request additional data, discussion or presentation in support of written proposals.

M. Insurance Requirements

The Contractor shall purchase and maintain such insurance as will provide protection from claims set forth below which may arise out of or result from Contractor's operations under this Agreement whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- a. Claims under Workers' Compensation, disability benefit and similar employee benefit acts which are applicable to the work to be performed.

- b. Claims for damages because of bodily injury, occupational sickness or disease, or death of employees under any applicable employer's liability law.
- c. Claims for damages because of bodily injury or death of any person other than employees.
- d. Claims for damages insured by usual personal injury liability coverage.
- e. Claims for damages because of injury to or destruction of tangible property, including loss of use therefrom.
- f. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

1. COVERAGE FORMS

- a. With respect to Workers' Compensation insurance in the state of Washington, the Contractor shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington. If the Contractor is qualified as a self-insurer in accordance with Chapter 51.14 of the Revised Code of Washington, the Contractor shall so certify by a letter signed by a corporate officer. Such letter shall set forth the limits of any excess insurance covering its employees.

With respect to the performance of this Agreement as to claims against the County, its officers, elected and appointed officials, employees, agents, and volunteers, the Contractor expressly waives its immunity under RCW, Title 51, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to defend, indemnify and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. The County, its officers, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds. As with other provisions of this Agreement, this provision was mutually negotiated between the parties to this Agreement.

- b. General Liability insurance shall be written on an insurance industry standard Commercial General Liability Occurrence policy form, and shall provide insurance for bodily injury and property damage liability to include the following: premises and operations; blanket contractual liability insuring obligations assumed under this section; explosion, collapse and underground hazard perils; broad form property damage; and personal injury liability. In addition, the following coverage extensions shall also be included: Amendment of Contractual Liability for Personal Injury Liability, Per Project Aggregate limits, and Stop Gap Employers Liability.

The County, its officers, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds with respect to work performed by or for Contractor on behalf of the County.

Contractor's General Liability insurance shall be primary with respect to the County, and any third party liability coverage maintained by the County shall be excess and non-contributory with respect to Contractor's insurance.

- c. If automobiles are used in the rendering of services, auto liability insurance shall be written on an insurance industry standard Business Auto Liability policy form or equivalent. Covered autos shall be designated as "Symbol 1" - Any Auto.

The County, its officers, elected and appointed officials, employees, agents and volunteers shall be named as additional insureds on the policy.

- d. Errors and Omissions liability insurance, providing coverage for claims for professional acts, errors or omissions arising out of services performed by Contractor, shall be written on a Professional Liability policy form appropriate to the Contractor's profession. Contractor shall maintain professional liability coverage for a period of at least thirty-six months following completion of Contractor's work.

If such policy is written on a claims made form, the retroactive date shall be prior to or coincidental with the date of this Agreement. The policy shall state that coverage is provided on a claims made coverage basis, and shall also state the retroactive date.

- 2. Contractor's liability insurance, as required by subparagraphs above shall be written for not less than the following limits of liability:

- a. Workers' Compensation

Statutory Bodily Injury including Death by Accident or Disease

- b. Stop Gap Employers' Liability

\$1,000,000 Bodily Injury including Death by Accident - Each Accident

\$1,000,000 Bodily Injury including Death by Disease - Policy Limit

\$1,000,000 Bodily Injury including Death by Disease - Each Employee

- c. General Liability - Bodily Injury, Personal Injury & Property Damage

\$2,000,000 General Aggregate

\$2,000,000 Products and Completed Operations Aggregate

\$1,000,000 Personal Injury

\$1,000,000 Each Occurrence

- d. Automobile Liability

\$1,000,000 Bodily Injury including Death and Property Damage - Per Accident

e. Professional Liability

\$ 2,000,000 Per Occurrence

\$ 2,000,000 Annual Aggregate

or

\$ 1,000,000 Per Occurrence

\$ 3,000,000 Annual Aggregate

3. Certificates of Insurance evidencing the above coverages that identify the County as an additional insured must be filed with the County prior to commencement of the work. Such certificates shall state that the County, its officers, elected and appointed officials, employees, agents and volunteers have been named as additional insureds on all the liability policy forms, and that the general liability policy provides primary coverage as respects the County and any third party liability coverage maintained by the County shall be excess and non-contributory with respect to Contractor's insurance. In addition, such certificates shall provide the County with 30 days prior written notice in case of cancellation or non-renewal, except 10 days for non-payment of premium.

Acceptance by the County of deficient evidence of insurance does not constitute a waiver of contract requirements as provided by the conditions of this contract Agreement.

The County may, upon the Contractor's failure to comply with all provisions of this contract relating to insurance, withhold payment or compensation that would otherwise be due to the Contractor.

If the proof of insurance or certificate indicating the County is an "additional insured" to a policy obtained by the Contractor refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Contractor to obtain the full text of that endorsement and forward that full text to the County with 30 days of the execution of the contract.

ATTACHMENTS

(Attachments available in Word Document format)

ATTACHMENT A – Grant Summary Page

ATTACHMENT B – Narrative Template for Grant Proposals

ATTACHMENT C – Project Budget Form

**2023 GRANT SUMMARY PAGE
AFFORDABLE AND SUPPORTIVE HOUSING FUNDING RFP
CLALLAM COUNTY**

Organization Name: _____

Proposal Title: _____

Application for: ☐ Supportive Housing

OR

☐ Affordable Housing

Please Check One ☐ Housing

Funding Priority: ☐ Shelter

Proposal Summary:

Requested Funds Amount: \$ _____

Matching/In-kind Funds Amount: \$ _____

Street Address:

City:

State:

Zip:

Primary Contact:

Phone:

E-Mail:

This agency is: (please select one of the following)

☐ Non-profit organization defined by Section 501(c)(3) of the Internal Revenue Code

☐ For-profit entity

☐ Public housing authority

Federal Tax ID Number: _____

Signature

Print Name

Title

Date

**2023 NARRATIVE TEMPLATE FOR GRANT PROPOSALS
AFFORDABLE AND SUPPORTIVE HOUSING FUNDING RFP
CLALLAM COUNTY**

Limited to five (5) pages (not including attachments A, C, and D)

Name of Project:

Amount requested:

\$

TOTAL

\$

Provide a brief description of the project:

July 1, 2023 – June 30, 2024

1. Organizational Capacity

- A. Provide a brief description on your internal governance and leadership structure.
- B. Provide a description of your basic managerial and fiscal structure including housing management, accounting and internal controls. Summarize the results of your Agency's (or your unit of financial independence) most recent audit and/or administrative inspection. Include description of any disallowed costs, questioned costs and administrative findings. Explain your plan or response to any findings.

Applicants must submit one **copy of their most recent audit report**, including any "Management Letter" and/or all other correspondence referred to in the audit report, along with the applicant's response to the audit and corrective action plan, if any. If applicant has not been audited within the last two (2) years, a certified "Current Financial Statement" must be submitted in lieu of an audit report.

- C. Provide evidence and examples of similar projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publicly funded projects in a timely manner, within budget, and consistent with funding requirements.
- D. Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications.

- E. If this is a collaborative project, identify the other partners involved, their role, and your role. If you are partnering with another agency/agencies, *attach their letter of commitment*.

2. Project Description

- A. Describe your project. Include what housing you will provide, and where housing will be delivered. Provide a timeline for implementation. Discuss how the goals of this project will effect housing in Clallam County.
- B. Describe your plan for housing evaluation, including data collection, management and analysis. Use the Evaluation Worksheet (**Attachment C**) to describe; 1) Goals; 2) Activities; 3) Objectives. One output should be the number of individuals housed. Outcomes are benefits or changes for program participants. Describe how project outcomes will be measured. Describe how client satisfaction will be measured:

3. Community Needs and Benefit

- A. What is the target population you intend to serve, and what is that populations' unmet need or gap in housing you propose to address? How many people in Clallam County need the housing you propose, and what method did you use to estimate that number? How many individuals within this target population will you house during the grant period?
- B. Describe your outreach plan for your target population and how it ensures that eligible persons learn about and have access to your program.
- C. Describe the Housing Solution Committee priority your project addresses. Describe which goal(s) of the your project addresses.

4. Impact of Funds

- A. Provide a **Budget Narrative** that is descriptive or helpful to explain proposed expenditures in (**Attachment D**). If your project includes salaries and benefits, please list position(s) and FTE to be paid by these funds.

ATTACHMENT B

- B. Are you using any matching funds? If yes, what is the source? Discuss if appropriate how this project will be sustained after these funds are exhausted. Describe the impact of receiving only a portion of the requested funds. If you did not receive full funding, what percentage of requested funds would be required in order to fulfill your project, and what would be the source of remaining fund

AFFORDABLE AND SUPPORTIVE HOUSING FUNDING RFP

PROJECT BUDGET FORM Attachment C

Agency Name:

Project Name:

Enter the Associated Cost of your Project

Personnel/Benefits	Proposed Cost	FTE	Requested Funds	Matching Funds	Comments
Title of Staff					
Title of Staff					
Title of Staff					
Title of Staff					
Title of Staff					
Indirect (max. 10%)					
Total Benefits					
SUBTOTAL	\$ -	0.00	\$ -	\$ -	
Supplies and Equipment	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	

Program/Other	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	
Operations & Maintenance	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	
OTHER EXPENSES	Proposed Cost		Requested Funds	Matching Funds	Comments
Describe					
Describe					
Describe					
Describe					
SUBTOTAL	\$ -		\$ -	\$ -	
TOTAL	\$ -	0.00	\$ -	\$ -	