# Training & Technical Assistance Provider

Project 2025-1

# Request for Proposals (RFP)

Direct Questions to staff@mwvhomelessalliance.org.
All questions and their answers will be posted on the CoC website.

**Issued January 17, 2025**
**Proposals due by 5:00 p.m., February 19, 2025**

Updates will be posted on the CoC website

## Timeline

| Date | Day | Time | |
|---|---|---|---|
| 1/9/25 | Thurs | 3-5 pm | CoC Board approves Review & Recommendations Process, Preliminary RFP, and Preliminary Scoring Tool |
| 1/15/25 | Wed | 5 pm | Interest from culturally specific organizations confirmed, allowing RFP and Scoring Tool to be finalized |
| **1/17/25** | **Fri** | **Noon** | **RFP Released; information posted on website** |
| 1/21/25 | Tues | Noon | Call for interest to serve on R&R Committee (complete survey at https://www.surveymonkey.com/r/RRTTAapp) Due 1/31/25. |
| 1/22/25 | Wed | 1 pm | Applicant Office Hours (optional)<br>https://us02web.zoom.us/j/89668251433?pwd=ndUClfWtXQx9aysXJTMKMbhadYPnMK.1<br>Meeting ID: 896 6825 1433 One tap mobile: +17193594580,,89668251433#,,,,*388006# |
| 1/31/25 | Fri | 5 pm | R&R Committee interest survey deadline |
| 2/11/25 | Tues | 10 am | Applicant Office Hours (optional)<br>https://us02web.zoom.us/j/89668251433?pwd=ndUClfWtXQx9aysXJTMKMbhadYPnMK.1<br>Meeting ID: 896 6825 1433 One tap mobile: +17193594580,,89668251433#,,,,*388006# |
| 2/13/25 | Thurs | 3-5 pm | CoC Board appoints R&R Committee and Appeals Committee |
| **2/19/25** | **Wed** | **5 pm** | **Applications due to staff@MWVHomelessAlliance.org** |
| TBA | | | R&R Committee Orientation |
| TBA | | | R&R Committee Meeting(s) |
| 2/26/25 | Wed | 5 pm | Notification of Recommendations to Applicants |
| **2/27/25** | **Thurs** | **5 pm** | **Notice of Intent to Appeal deadline** |
| 2/28/25 | Fri | 5 pm | Appeal Letter deadline |
| 3/4/25 | Tues | TBA | Appeals Committee Meeting (tentative) |
| 3/13/25 | Thurs | 3-5 pm | CoC Board decision |
| | | | Project begins by 4/1/25 and concludes by 6/30/25 |

# Contents

Contents ..... 3
Part 1 – General Information ..... 4
1. **Introduction** ..... 4
2. **Funding Opportunity** ..... 4
3. **The Training & Technical Assistance Project** ..... 4
4. **Who Is Eligible to Apply for Funding?** ..... 5
5. **Project Budget Matching Requirements** ..... 5
6. **Definitions of Terms** ..... 5
Part 2 – Project Information ..... 11
1. **Project Grant Term.** ..... 11
2. **LTRA Program Components Related to this RFP.** ..... 11
3. **Outcomes.** ..... 11
4. **Eligible Costs and Activities.** ..... 12
Part 3 – General Instructions ..... 13
1. **Proposal Preparation.** ..... 13
2. **Optional Office Hours.** ..... 13
3. **Responsibility.** ..... 13
4. **Disclosure.** ..... 13
5. **Minimum Threshold and Compliance Requirements** ..... 14
6. **Questions.** ..... 14
7. **Withdraw or Replace Proposal.** ..... 14
8. **Due Date & Time.** ..... 14
Part 4 – Application Process ..... 15
Part 5 – Supplemental Funding ..... 17
Part 6 – Proposal Content ..... 17
Part 7 – RFP Attachments ..... 18
1. **Checklist** ..... 18
2. **Application Certification** ..... 19
3. **Training & Technical Assistance Provider Application** ..... 20
Part 8 – Resources ..... 22

## Part 1 – General Information

### 1. Introduction

The Mid-Willamette Valley Homeless Alliance, or "Alliance," is a collaborative organization engaging in a communitywide commitment to coordinate, leverage, and align efforts and resources to prevent and end homelessness in the Marion-Polk region.

Recognized by the U.S. Department of Housing and Urban Development (HUD) in December 2019 as the Marion-Polk region's Continuum of Care (CoC), the Alliance does not provide direct services. Rather, it focuses on communitywide planning and coordination, e.g., aligning services, implementing a strategic plan, collecting and analyzing data, leveraging resources, expanding participation in the Coordinated Entry System, and bringing chronic, Veteran, and youth homelessness to functional zero through the Built for Zero system improvement methodology. The Alliance is also responsible for compiling a single community application for federal Continuum of Care dollars.

The Alliance is supported by the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance, an intergovernmental organization which serves as the Collaborative Applicant for the HUD funding application and is responsible for financial, legal, contracts, and other administrative functions.

### 2. Funding Opportunity

The CoC is seeking to increase and diversify the organizations able to provide supportive services to recently rehoused households by providing training and technical assistance to culturally specific organizations interested in providing these services. A contract with Oregon Housing and Community Services (OHCS) provides funding for the CoC to implement its Long-Term Rent Assistance (LTRA) Plan, which calls for providing training and technical assistance to culturally specific organizations to further expand their role in the homeless services system (Training & Technical Assistance Project).

Up to $26,000 is available for Training & Technical Assistance costs, such as personnel, mileage reimbursement, and training materials (plus up to 10% for admin.); and up to $20,000 for translation services, as needed for the participants' primary languages. The project will serve five culturally specific organization with 13-19 individuals participating in project activities.

Services are to begin no later than April 1, 2025 and conclude by June 30, 2025.

### 3. The Training & Technical Assistance Project

The CoC will identify the culturally specific organizations that will participate in the training & technical assistance project. Some organizations may already be actively engaged with homeless populations who are disproportionately impacted and/or served. Others may

simply have a desire to become engaged in delivering services. Participating organizations will receive a stipend to offset staff time for engaging in project activities.

The expectation is for each participant's knowledge and skills to be developed through training and customized technical assistance.

**4. Who Is Eligible to Apply for Funding?**

The list below describes eligible applicants.

a. Government organizations, including tribes
b. Nonprofit organizations
c. For-profit organizations
d. Faith-based organizations

A faith-based organization may not use direct financial assistance to support or engage in any explicitly religious activities except where consistent with the Establishment Clause and any other applicable requirements. Such an organization also may not, in providing services funded by this grant, discriminate against a beneficiary or prospective program beneficiary on the basis of religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

To be considered for funding, Project Applicants must complete and submit all required information by the established due dates and times. See RFP Attachment 1 for a complete list of documents to be submitted. All subrecipients must also meet the eligibility standards as described in this RFP. Project applicants are required to submit documentation of their subrecipient's (if any) eligibility with the application.

**5. Project Budget Matching Requirements** There is no match required.

**6. Definitions of Terms**

a. **Chronic Homelessness**

1) A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:

(i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

(ii) Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual

was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility.

2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all the criteria in paragraph (1) of this definition, before entering that facility; or

3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all the criteria in paragraph (a.i) or (a.ii) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

**b. Client-centered.** Placing the client's priorities, needs, and interests at the center of the work with the client; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate; and assisting clients in making informed choice.

**c. Congregate Living.** Independent living in separate rooms or units, with opportunities to share activities of daily living with other residents, as one chooses.

**d. Continuum of Care (CoC).** An entity recognized by HUD to convene partners and coordinate community efforts to address homelessness and accept and consider grant applications for HUD funding and submit the region's priorities to HUD.

**e. Coordinated Entry (CE).** A standardized method for connecting individuals and families at risk of or experiencing homelessness to the resources available in a geographic area.

**f. Culturally Specific Organization.** Culturally specific organizations (CSOs) have a mission to serve individuals from a specific culture and are primarily staffed and led by people from that culture.

**g. DV.** Domestic Violence

**h. Equity.** The meaning given to that term in Section 2(a) of Executive Order 13985 and means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

i. **ES.** Emergency Shelter (ES projects are not eligible for funding through this RFP.)

j. **HMIS.** Homeless Management Information System, an information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and people at risk of homelessness.

k. **Homeless.** Individuals who lack resources and support networks to obtain permanent housing meet HUD's definition of homeless. Categories of homeless include experiences of those who: are trading sex for housing; are staying with friends but cannot stay there for longer than 14 days; are being trafficked; or left home because of physical, emotional, or financial abuse or threats of abuse and have no safe, alternative housing.

   As defined by the McKinney-Vento Homeless Assistance Act, section 605 of VAWA 2022 amended section 103(b) of the McKinney-Vento Homeless Assistance Act requires HUD to consider as homeless: any individual or family who

   (1) Is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized;

   (2) Has no other safe residence; and

   (3) Lacks the resources to obtain other safe permanent housing.

l. **Housing First.** A model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Housing and supportive service only projects can be considered to be using a Housing First model for the purposes of this RFP if they operate with low barriers, work to quickly move people into permanent housing, do not require participation in supportive services, and do not require any preconditions (e.g., sobriety or minimum income threshold).

m. **Housing Focused.** Activities that seek to lower barriers for people experiencing homelessness or housing instability. Activities may not screen participants out solely on the basis of certain behavioral, psychological, physiological, citizenship or immigration status or economic preconditions. Housing Focused services must ensure that the safety and support of both staff and clients are paramount. This is accomplished through a focus on ensuring safety by managing behaviors that pose a risk to health and safety rather than implementing blanket exclusions based on a past diagnosis or current behavioral health symptoms that do not pose a direct risk to community safety. Housing

Focused activities coordinate services and supports for helping people exit homelessness and make efforts to reduce the barriers to re-housing individuals and families in their community.

n. **HUD** [United States Department of] Housing and Urban Development

o. **Joint TH and PH-RRH Project.** The Joint TH and PH-RRH project combines two program components, Transitional Housing and Permanent Housing-Rapid Re-Housing, in a single project to serve individuals experiencing homelessness.

p. **LGBTQ+** Lesbian, Gay, Bisexual, Transgender, Queer, Non-binary, Intersex, Asexual

q. **Limited English Proficiency (LEP).** Persons who do not speak English as their primary language and who have a limited ability to speak, read, write, or understand. For purposes of Title VI and the LEP Guidance, persons may be entitled to language assistance with respect to a particular service, benefit, or encounter.

r. **Low Barrier.** An emergency shelter or other services with as few barriers or requirements as possible to allow more people access to emergency shelter and services. Examples of low barrier shelter admissions criteria include: (i) keeping shelter open 24/7; (ii) not requiring people to line up for a bed each night or leave early each morning; (iii) low barrier admissions policies (no drug or alcohol testing, no criminal background checks, no income requirements, no housing readiness requirements), (iv) allowing people, pets, and possessions, and (v) supportive services are voluntary.

s. **Non-Congregate Living.** Independent living in separate rooms or units, with opportunities to share activities of daily living with other residents, as one chooses.

t. **Persons with Lived Experience.** Persons with first-hand knowledge of homelessness with perspectives on how social, economic, and political situations affect homelessness. Provides insight, training, and voice from persons who have or are experiencing homelessness regarding the current homeless system through discussion, recommendation, and participation.

u. **Project.** A group of eligible activities identified as a project in an application to HUD for funds.

v. **Racial Equity.** The elimination of racial disparities, and is achieved when race can no longer predict opportunities, distribution of resources, or outcomes – particularly for Black and Brown persons, which includes Black, Latino, Indigenous, Native American, Asian, Pacific Islander, and other persons of color.

w. **Rapid Re-Housing (RRH).** Provides short-term or medium-term rental assistance and services. The goals are to help people obtain housing quickly, increase self- sufficiency,

and stay housed. It is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the needs of the person.

x. **Severe Service Needs.** Any combination of the following factors: facing significant challenges or functional impairments, including any physical, mental, developmental or behavioral health disabilities regardless of the type of disability, which require a significant level of support in order to maintain permanent housing (this factor focuses on the level of support needed and is not based on disability type); high utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities; currently living in an unsheltered situation or having a history of living in an unsheltered situation; experiencing a vulnerability to illness or death; having a risk of continued or repeated homelessness; and having a vulnerability to victimization, including physical assault, trafficking or sex work.

y. **SSO.** Supportive Services Only, projects where funds only pay for services, not housing assistance.

z. **Street Outreach.** Essential services and supports related to reaching out to all unsheltered individuals and families experiencing homelessness within the CoC's geographic area, including those least likely to request assistance. Services include connection to emergency shelter, housing, critical/crisis services, and urgent, non-facility-based care.

aa. **Transitional Housing (TH).** Medium-term housing (up to 24 months, or up to 36 months with exceptions), sometimes with supportive services for homeless individuals. TH is not considered Permanent Housing as individuals do not have a lease in their name. TH can present as congregate living or scattered site with master leasing. (TH projects are not eligible for funding through this RFP.)

bb. **Trauma-informed.** Approaches delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others, and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on restoring the survivors' feelings of safety, choice, and control. Programs, services, organizations, and communities can be trauma informed.

cc. **Underserved Communities.** Has the meaning given to that term in Section 2(b) of Executive Order 13985 and refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of "equity" above.

**dd. Unsheltered.** An unsheltered person resides in a place not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street).

**ee. Victim-centered.** Placing the crime victim's priorities, needs, and interests at the center of work with victims; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that could inadvertently re-traumatize victims; ensuring victims' rights, voices, and perspectives are incorporated in developing and implementing system- and community-based efforts that affect crime victims.

**ff. YYA** Youth (aged 12-17) and Young Adults (aged 18-24).

## Part 2 – Project Information

Applicants are responsible for submitting project proposals in alignment with the CoC's Long-Term Rent Assistance Plan and the requirements outlined in this RFP.

The funding amount available through this RFP is subject to the CoC's contract with Oregon Housing and Community Services and shall be in alignment with the approved scope of work.

1. **Project Grant Term.**
   The grant period is March 15, 2025 through June 30, 2025; services shall begin no later than April 1, 2025.

2. **LTRA Program Components Related to this RFP.**
   (See LTRA Plan for full details.)

   Component 1: Racial Equity Strategies
   Component 2: Inclusive Community Engagement.
   Component 8: Supportive Services.
   Component 9: Capacity Building.
   Component 11: Outreach.
   Component 16: Training and Technical Assistance.

3. **Outcomes.**
   All competitive projects will be evaluated based on the degree to which they advance LTRA Program Components related to this RFP. Pre- and post-assessment and other demonstration of outcomes are project requirements.

   Participants will complete participation in the project by June 30, 2025, with a demonstrated knowledge of the following areas, as they relate to homeless services:

   - Acronyms, Terms, Definitions
   - National, State, and Local Players
   - The Continuum of Care
   - The local homeless services system
   - Other (mainstream) resources and community services
   - The Homeless Management Information System
   - The Coordinated Entry System
   - Collaborative Case Conferencing
   - Client Eligibility
   - Client Records
   - Case Management
   - Trauma Informed Care
   - Client-Centered Practices
   - Housing Vouchers

- Habitability Standards
- Fair Housing Law
- Non-discrimination
- Confidentiality
- Grievance and due process

4. **Eligible Costs and Activities.**
   Up to $26,000 is available for Training & Technical Assistance costs, such as personnel, mileage reimbursement, and training materials (plus up to 10% for admin.); and up to $20,000 for translation services, as needed for the participants' primary languages. The project will serve five culturally specific organization with 13-19 individuals participating in project activities.

## Part 3 – General Instructions

1. **Proposal Preparation.**
   Updates to the RFP will be posted on the Alliance website. Please check frequently.

2. **Optional Office Hours.**
   Office hours are an opportunity for applicants to engage in a face-to-face virtual conversation with Jan Calvin, MWVHA consultant, to gain a greater understanding of the focus of this RFP. Interested applicants are encouraged to take advantage of Office Hours opportunities.

   - January 22 at 1:00 p.m.
   - February 11 at 10:00 a.m.

   Zoom Link for both sessions:
   https://us02web.zoom.us/j/89668251433?pwd=ndUClfWtXQx9aysXJTMKMbhadYPnMK.1
   Meeting ID: 896 6825 1433  One tap mobile: +17193594580,,89668251433#,,,,*388006

3. **Responsibility.**
   Proposers are responsible for reading and understanding all portions of the solicitation documents, including attachments and addenda, if any, and to include all requirements in their proposal. To be responsive, proposals must be made in writing, and address requests for information contained in the RFP. Proposals must be submitted in the required form and contain all required documents and responses, be signed by the proposer or its authorized representative, and submitted in the manner and number described in the RFP.

   By submitting a proposal, proposer acknowledges that the proposer has read and understands the terms and conditions applicable to this RFP and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards.

4. **Disclosure.**
   Proposals submitted in response to this RFP become public records under Oregon law and will be subject to disclosure to any person or organization that submits a public records request. Proposers are required to acknowledge that any proposal may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Each proposer must clearly identify all information included in its proposal that is claimed to be exempt from disclosure. If the Alliance receives a records request, including subpoena, covering information the proposer believes is covered by an applicable public records exemption, it is the proposer's responsibility to defend and indemnify the Alliance for any costs associated with establishing such an exemption.

5. **Minimum Threshold and Compliance Requirements**
   a. Applicant and subrecipients (if any) are eligible entities (with current UEI).
   b. Applicant submitted signed Application Certification by due date (see Attachment 1).
   c. Application budget request reflects the proposed scope of work.
   d. Application is submitted by the designated due date.
   e. Application is complete per CoC standards, with eligible activities responsive to the local LTRA Plan and this RFP.

6. **Questions.**
   For questions regarding project applications, send an email staff@mwvhomelessalliance.org for clarification. Written questions and the responses will be posted to the Alliance website, generally within two business days.

7. **Withdraw or Replace Proposal.**
   A proposer may withdraw its proposal at any time; a proposer may provide a new proposal by the deadline set for receipt of proposals.

8. **Due Date & Time.**
   The Alliance will not consider proposals received after the date and time indicated for receipt of proposals.

## Part 4 – Application Process

Applications are to be submitted to staff@mwvhomelessalliance.org as follows:

**PROJECT APPLICATIONS.** Applications must be submitted with all questions answered and materials complete. By submitting an application, an applicant acknowledges that: the applicant and/or agency has read and understands the terms of the application and the terms of the agreement with local and state policies, and the applicant is familiar with the conditions that will affect the applicant's performance and funding if the project is approved.

Applications shall contain sufficient information for the CoC to determine which project will best meet the needs of the CoC. The CoC reserves the right not to make an award for this project. The Alliance Board of Directors may waive irregularities or deficiencies in an application if the CoC determines that waiver is in the best interests of the CoC.

**APPLICATION CRITERIA.** All applications must meet the minimum threshold and compliance requirements posted on the CoC website and be responsive to the local LTRA Plan. See Attachment 2 for a full list of threshold and compliance requirements.

CoC staff will screen all submissions to determine that threshold criteria have been met. Project applicants will be provided a written report describing any shortcomings in threshold criteria. Applications that meet threshold criteria will be forwarded to the R&R Committee.

**REVIEW & RECOMMENDATIONS COMMITTEE.** The Review and Recommendations (R&R) Committee membership is selected by the CoC Board of Directors. To engage local expertise, the committee is comprised of a minimum of six individuals with experience in local homeless services system, with at least two people from the Collaborative Committee and/or other service providers, with prioritization given to people with lived experience.

For Project 2025-1, additional expertise will be sought in the areas of training & technical assistance and advancing equity.

Members of the R&R Committee may not have a conflict of interest, which is described in the Alliance Governance Charter, which, under General Provisions states, "A conflict of interest is a situation in which members or one of their family members have a personal or financial interest that compromises or could compromise the members' independence of judgment in exercising their responsibilities to the CoC."

**PROJECT SCORING.** R&R Committee members will use a standardized scoring tool to score each application. Committee members will use only the information from applications to calculate a score for each project using the scoring factors listed in the scoring tool. Committee members do not need to agree on scores and are entitled to their own opinions as long as scoring is consistent individually. After individual scoring is completed, scores will be averaged to calculate the project's final score.

Unless specifically indicated, all scoring factors have a minimum of 0 points. Committee members may not assign a project a negative number of points or decimal scores (e.g., 2.5 points). Similarly, members may not assign "extra credit" that goes above the maximum score listed for a scoring factor in the scoring tool.

**INVESTIGATIONS.** The CoC reserves the right to make such investigations it deems appropriate to determine whether an applicant is qualified to provide the proposed program services. The CoC may request supplemental written information from an applicant concerning the applicant's ability to perform services. If an applicant fails to cooperate with an investigation, fails to provide supplemental information, or provides false, misleading, or incomplete information, the CoC may reject the applicant's proposal.

**FUNDING AMOUNTS.** The Request for Proposals (RFP) describes the availability of funding. The R&R Committee review includes an assessment of the proposed budget relevant to the proposed scope of work and CoC's needs. R&R Committee recommendations may differ from the proposed budget, in which case, justification will be provided.

**NOTIFICATION OF RECOMMENDATIONS**. The CoC will notify applicants of the R&R Committee recommendations within 12 hours of the R&R Committee meeting adjournment. Applicants may also receive a more detailed report that includes a full list of project scores along with a scoring breakdown for their own project. Depending on the pace of the competition, the more detailed report may not be immediately available.

**APPEALS.** The CoC Appeals Committee will review all appeals by the process set forth in the Alliance Governance Charter, Article IV(E). A Notification of Intent to Appeal and actual appeals must be received in writing with supporting documentation by the established deadlines. Appeal documentation must be based on the information submitted in the original application. No additional or new information will be considered. Eligible applicants may appeal both their scores and funding recommendations; applicants that have not met the threshold eligibility standards are not eligible to appeal.

The Appeals Committee may make modifications to the R&R Committee recommendations, based on the results of the appeals process. The following are the threshold eligibility standards which provide the basis for an applicant to appeal:

a) An applicant receives less funding than applied for;
b) An applicant believes its score is not reflective of the application information provided; or
c) An applicant can describe bias or unfairness in the process that warrants the appeal.

## Part 5 – Supplemental Funding

In some circumstances there may be an opportunity after the application deadline for the CoC to recommend allocating supplemental funding to projects. The CoC reserves the right, in its sole discretion, to add funds to one or more of the projects awarded through the local competition process, to recommend entering into new contracts with applicants which were not awarded through this competition process, and to issue a new opportunity to apply for funding.

## Part 6 – Proposal Content

See RFP Attachment 3. Request a Word version from Staff@MWVHomelessAllilance.org.

Applicants are responsible for responding to all questions, including providing a proposed budget and budget narrative, in addition to other documents described in this RFP or in subsequent amendments. **Format:** 1-inch margins and 12-point font.

Please see RFP Attachment 1, to ensure that all the required documentation is submitted in the application process.

Proposals that are incomplete or fail to include all items may be rejected.

## Part 7 – RFP Attachments

### 1. Checklist

This checklist identifies the documents that are required to be submitted for proposal to be considered for funding.

Submit documents in PDF format by email to: staff@mwvhomelessalliance.org **by the deadline specified in the Timeline.** Late applications will not be accepted.

| | |
|---|---|
| | Project Application (request Word version from Staff@MWVHomelessAlliance.org) |
| | Attachment: a copy of any measurement tools you plan to use |
| | Application Certification, completed and signed by applicant (form is posted on the CoC website) |

Do not send any other materials unless specifically requested.

## 2. Application Certification

All applicants must meet the minimum threshold and minimum compliance requirements.

**A. MINIMUM THRESHOLD REQUIREMENTS.** Applications that do not meet the following minimum threshold requirements will not be considered for funding:

1. Applicant and subrecipient (if any) are eligible entities (with current UEI).
2. Applicant submitted signed Application Certification by due date.
3. Application budget request reflects the proposed scope of work.
4. Application is submitted by the designated due date.
5. Application is complete per CoC standards, with eligible activities responsive to the local LTRA Plan and RFP.

**B. MINIMUM COMPLIANCE REQUIREMENTS.** Applicants agree to comply with the following Continuum of Care (CoC) expectations:

1. Comply with all CoC policies, procedures, and practices.
2. Have a non-discrimination policy that aligns with the CoC's policy.
3. Have a confidentiality policy that protects personally identifiable information.
4. Have a grievance policy that provides attention to client and public concerns.
5. Participate in the Alliance by way of attendance and participation in the Collaborative Committee throughout the duration of the project.
6. Provide reports and data to the CoC upon request; make presentations on program activities, performance, and quality, as requested.
7. Comply with contractual obligations.

**My agency agrees to comply with all minimum threshold and compliance requirements. I attest that I am authorized by my agency to sign this document.**

| | |
|---|---|
| _____ | _____ |
| Signature | Date |
| _____ | _____ |
| Print Name | Title |
| _____ | _____ |
| Agency Name | Email Address |

# 3. Training & Technical Assistance Provider Application

| |
|---|
| Contact Person: |
| Email: |

1. **Provider and Subcontractors.** Please indicate type of organization and list any subcontractors and corresponding organization type:

| Applicant Name | Gov./ Tribal | Non-Profit | For-Profit | Faith-Based |
|---|---|---|---|---|
| | | | | |
| Subcontractor Name (if any) | Gov./ Tribal | Non-Profit | For-Profit | Faith-Based |
| | | | | |
| | | | | |

2. **Project Overview.** In one paragraph, please describe the proposed project.

3. **Measurable Objectives.** What measurable objectives will the project achieve? Include method for how each objective will be measured. Attach a copy of any measurement tools you plan to use.

4. **Activities.** What activities will be implemented to meet the objectives? Please provide specific information (essentially, what, when, where, how, with whom, and by whom?)

5. **Proposed Budget.** Include how costs were calculated (e.g., payroll, fringe, cost per item, item description). Use the following format, and add rows, as necessary.

   a. Personal Services

| Item | Description / Calculations | Cost |
|---|---|---|
| Personnel | | |
| | | |
| Subcontractors | | |
| | | |
| **Personal Services Direct** | | |
| **Admin (up to 10%)** | | |
| **Personal Services Total** | | |

   b. Materials & Supplies

| Item | Description / Calculations | Cost |
|---|---|---|
| | | |
| | | |
| **M & S Direct** | | |
| **Admin (up to 10%)** | | |
| **M & S Total** | | |

6. **Budget Narrative.** Clearly describe how grant funds will be used; how they relate to the proposed activities and are necessary to achieve the objectives.

7. **Cultural Responsiveness.** Please describe this project's capacity for and delivery of culturally responsive practices.

8. **Experience and Knowledge.** Please describe your knowledge level related to the project topic. Separately, please describe your experience implementing training and technical assistance.

9. **Monitoring History.** In the past five years, has this project had any unresolved monitoring or OIG audit findings?
    a. No___
    b. Yes___

    If there were findings that were resolved, please attach an explanation.

## Part 8 – Resources

1. CFR Title 24 - Housing and Urban Development PART 578 - CONTINUUM OF CARE PROGRAM (The Rule)
2. Federal Continuum of Care Program information
3. Federal Youth Homelessness Demonstration Program information
4. HUD Limited English Proficiency FAQs
5. Mid-Willamette Valley Homeless Alliance NOFO webpage
6. Mid-Willamette Valley Homeless Alliance RRH Standards
7. Mid-Willamette Valley Homeless Alliance PSH Standards
8. Mid-Willamette Valley Homeless Alliance Coordinated Entry System Policies and Procedures
9. Mid-Willamette Valley Homeless Alliance Data Quality Management Plan
10. Mid-Willamette Valley Homeless Alliance HMIS User Agreement
11. Mid-Willamette Valley Homeless Alliance Local Data & Metrics
12. Mid-Willamette Valley Homeless Alliance Governance Charter w/Policies
13. Rapid Re-Housing Resources
14. HUD System Performance Measure Introductory Guide