



Notice of Funding Availability COVID-19 Emergency Response Program

NOTICE OF FUNDING AVAILABILITY (NOFA) INFORMATION

NOFA No.: 20-002-HOMELESS-COVID

COVID-19 Emergency Response Program

Issue Date: April 3, 2020

Applications Due Date: **First review is April 8, 2020** – continuous until funds are expended or September 30th, 2020.

CONTACT

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Submit Application by 4:30 p.m., April 8th, 2020 to be considered for first round of funding. NOFA will be open continuously until September 30, 2020 NOFA materials can be found at the following link: <https://www.co.pierce.wa.us/2779/Solicitations-and-Competitive-Bids>.

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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 Vy Yun at vy.yun@piercecounitywa.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 Vy Yun at vy.yun@piercecounitywa.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](#).

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 Vy Yun at vy.yun@piercecounitywa.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 funding provided through the Washington State Department of Commerce to address the COVID-19 outbreak related public health needs of people experiencing homelessness.

For this funding competition, the County estimates total funding of **\$1,640,229** will be available until funds are expended or need is fulfilled.

DESCRIPTION OF SOLICITED SERVICES

The funding provided through this solicitation is to address the COVID-19 crisis in Pierce County. The priority is to support temporary housing needs for people experiencing homelessness who are impacted by COVID-19.

Eligible activities include:

- Creating isolation and quarantine housing;
- Creating additional shelter capacity lost when social distancing was increased;
- Increased sanitation services in existing homeless housing to include sanitation, handwashing stations, dumpsters, supervision/security, and fees for shower usage with local providers; and

- Other costs associated with addressing the public health needs of people experiencing homelessness

Allowable Costs

Operations costs include:

- Salaries and benefits for staff costs directly attributable to the program or to the homeless system, including but not limited to staff, information technology (IT) staff, human resources staff, bookkeeping staff, and accounting staff.
- Office space, utilities, supplies, phone, internet for staff.
- Costs associated with increased sanitation in existing homeless housing and subsidized housing, or for people living unsheltered, including supplies, staff costs, outreach and all other costs associated with improving sanitation.
- Other costs as approved by County.

Leasing costs include leasing costs associated with the activities described in approved funded applications submitted under this Notice and preapproved by the County, including but not limited to:

- New or repurposed housing includes but is not limited to leased motels and hotels, master leased rental housing, and leased buildings not originally intended for use as housing.
- Utility, security, damages and other costs associated with leasing.

Rent assistance is not an allowable expense.

Administrative costs benefit the organization as a whole and cannot be attributed specifically to a particular program or to the homeless crisis response system.

Administrative costs may include, but are not limited to, the following:

- Executive director salary and benefits
- General organization insurance
- Organization wide audits
- Board expenses
- Organization-wide membership fees and dues
- General agency facilities costs (including those associated with executive positions) such as rent, depreciation expenses, and operations and maintenance

All amounts billed to administration must be supported by actual costs. If actual costs in the contract period meet the budget cap, that amount may be charged in equal monthly amounts.

- Billed directly such as IT services that are billed by the hour.

- Shared costs that are allocated directly by means of a cost allocation plan.
- Costs related to executive personnel such that a direct relationship between the cost and the benefit cannot be established must be charged indirectly by use of an indirect cost rate which has been appropriately negotiated with an approved cognizant agency or by use of the 10 percent de minimus rate.

Funded agencies must ensure that a good faith effort to not incur costs reimbursable under this grant in excess of what is reasonable given market prices, balanced by the need to act promptly to procure and operate housing and provide services necessary to respond to the State of Emergency.

Rental assistance is not an allowable expense.

Reporting Requirements

During the State of Emergency related to COVID-19 outbreak reporting is a secondary consideration. When the State of Emergency has ended, or if the Washington State Department of Commerce, or Pierce County Human Services determines Grantee workload allows adequate time for reporting, reporting will be required on the use of the funds including the number of beds created and expenditures by categories including housing, sanitation, and other costs. Pierce County Human Services will work with Grantees to establish reasonable reporting requirements that can be fulfilled using information collected from regular expenditure accounting systems or other readily available information sources and will report to the Department.

ANTICIPATED TIMELINE

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

- April 6, 2020:** Notification of Funding Availability published in The News Tribune, the County's newspaper of record. Applications posted on the [Pierce County Human Services](#) website.
- April 8, 2020:** **First round of applications are due** no later than 4:30 p.m. Application can be found at <https://www.co.pierce.wa.us/2779/Solicitations-and-Competitive-Bids>. **This NOFA will remain open until funds have been expended or September 30, 2020.**
- April 9, 2020:** Applications reviewed by County staff and sent to the review committee.
- April 13, 2020:** **First round** funding decisions announced.
- April 14, 2020-** NOFA will remain open until September 30th, 2020, or until funds are September 30, 2020 expended. Additional reviews will be completed bi-weekly beginning April 27th through the term of the NOFA.

CONTACT

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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. Applications will be accepted until funds are fully expended or the needs to address COVID-19 no longer exist.

Applicants must complete the appropriate Project Application package located on the Human Services website at [Pierce County Human Services](#). All applications must be submitted no later than the time and date indicated in the Anticipated Timelines section. Additional attachments may be required after submission.

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 until the funds are fully expended or the needs of COVID 19 incident is met, whichever occurs first.

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 State 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

Due to the severity of the COVID-19 crisis as well as the need to expedite contracts there is no appeal process available for this funding competition. All awards are final.

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; and
- Submit project and financial reports, as required by the County.