



**Request for Proposals
2025-028
Kitsap CHG Eviction Prevention
Proposal Deadline: June 6, 2025**

Release Date

5/5/2025

Issuing Agency

This Request for Proposals (RFP) is issued by the Kitsap County Department of Human Services, herein after referred to as “the County.”

Summary

Kitsap County is seeking a qualified applicant to operate the CHG Eviction Prevention Program, as detailed below.

Contract Term

July 1, 2025 – June 30, 2027

Budget

Funding for this contract shall come from the Consolidated Homeless Grant Program. Responses to this RFP should include a specific annual program budget, including Administration, Program Operations, Rental Assistance, and Pass-Through By-and-For funding. Anticipated funds available are estimated to be \$920,000 for each state fiscal year (July 1 – June 30).

The amount of actual funds available will depend on the state budget and the Consolidated Homeless Grant award to the Department of Human Services from the Department of Commerce. After the final CHG award to Kitsap County is announced, the winning respondent to this RFP will be invited to provide an adjusted final budget.

Timeline

5/5/2025 – 5/23/2025	RFP issued & advertised
5/23/2025 (3:00 PM PST)	Letters of intent due
5/26/2025 (3:00 PM PST)	Questions due
6/2/2025	Addendum posted (if questions received)
6/6/2025 (3:00 PM PST)	Proposals due
6/6/25-6/15/25	Proposal review & selection process
6/16/2025	Announcement of winning proposal
6/16/25 –8/1/25	Contracting process
7/1/25	Contract begins

Solicited Services

Manage the CHG Eviction Prevention Program throughout Kitsap County. The Eviction Prevention Program is a form of Homelessness Prevention which helps households who are at risk of homelessness to maintain or obtain stable housing and avoid homelessness. Services include housing-focused case management and temporary rent subsidies.

Funding for the CHG Eviction Prevention Program is administered by the Department of Commerce and granted to the Kitsap County Department of Human Services. The Department of Human Services sub-contracts CHG-designated funding to a community-based organization through this RFP process.

The contracted program must adhere to the [CHG Guidelines](#) and the [Kitsap County Grant Guidelines Handbook](#). Both documents are updated periodically.

CHG funds will be sub-contracted for this program on the state fiscal year timeline (July 1 through June 30).

Eligibility

Eligible applicants/recipients include: local city or county governments, tribes, public housing authorities, IRS-certified non-profit 501(c)(3) agencies/providers of affordable housing, local development corporations, and faith-based organizations.

- Applicant organization and proposed program or project must be eligible to receive Consolidated Homeless Grant funds;
- Applicant must have the organizational and management capacity to carry out the proposed project;
- Applicant must have sufficient financial capacity; and
- Applicant must be able demonstrate a positive history of performance with prior grant funds and not be out of compliance with current grant awards.

Program Goals

The overall goal of the CHG Eviction Prevention Program is to provide rental assistance and supportive services to households at risk of homelessness.

The Department of Commerce determines eligible uses of funds and specific policies and procedures for the CHG Eviction Prevention Program, which are listed in the Guidelines for the Consolidated Homeless Grant and are updated periodically.

Scope of Work

The following allowable uses of funds outline the elements of the scope of work, including specific requirements. Additional details can be found in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Operate the CHG Eviction Prevention Program, including performing assessments of household eligibility, maintaining documentation and records as outlined in the Department of Commerce's Guidelines for the Consolidated Homeless Grant, developing and maintaining a partnership with the local DRC, sub-granting to By & For Outreach Organizations, issuing checks to landlords, coordinating with Kitsap County's coordinated entry system, collecting required data, entering data in the Homeless Management Information System, and working with clients to develop and carry out individualized Housing Stability Plans.

Homelessness prevention programs must prioritize households most likely to become homeless and must use either the *CHG Targeted Prevention Eligibility Screening Form* or other tool approved by Commerce.

By and For Subgrant Requirement

At least 10 percent of total awards must be sub-granted to organizations that serve and are substantially governed by marginalized populations (By and For organizations). Subgrant activities may include any portion of or the full scope of homelessness prevention program activities. Marginalized communities may include ethnic and racial minorities; immigrants and refugees; individuals who are lesbian, gay, bisexual, and transgender; individuals with disabilities or who are deaf; and Native Americans.

All applicable terms and conditions of the contract with Kitsap County and the Washington State Department of Commerce must be included in these sub-contracts.

Allowable Expenses – Overview

Allowable expenses include administration, operations, rent payments, and other housing costs as outlined in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Allowable Expenses – Program Operations

Operations expenses are those which are directly attributable to the specific program.

Allowable program operations expenses are detailed in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Allowable Expenses – Program Administration

Up to 15 percent of CHG Program costs over the course of the grant period may be used for administration.

Allowable 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 the same types of expenses that are listed in program operations (such as IT staff and office supplies), in the case that these costs are benefiting the agency as a whole and are not attributed to a particular program or the homeless system.

Allowable administrative expenses are detailed in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Allowable Expenses – Rental Assistance

Based on referrals from the coordinated entry program for eligible households, qualify clients for rental assistance. Based on a projection of their need, using required Commerce forms, make monthly payments to landlords or housing providers.

Allowable rental assistance expenses are detailed in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Evaluation

The Eviction Prevention Program should be considered a work in progress, with frequent internal evaluations to make necessary adjustments to ensure the efficacy of the programs. In addition, periodic check ins with partner agencies should be used to ensure that those partnerships support the efficacy of the program and that it is working for all parties.

- **Homeless Management Information System** - Washington State Department of Commerce has mandated that all agencies receiving state funding for homeless housing or services must also participate in HMIS.
- **Evaluation Tools** - Implement program evaluation tools to measure client satisfaction and program effectiveness.
- **Reporting** - Submit quarterly reports to Kitsap County. Provide additional reports and data as requested by Kitsap County.

- **Monitoring** - Periodic monitoring and evaluation by the County and by the Washington State Department of Commerce.

Expectations of Contractor

- **Voluntary Services** - Programs must not terminate or deny services to households based on refusal to participate in supportive services. Supportive services are helping or educational resources that include support groups, mental health services, alcohol and substance abuse services, life skills or independent living skills services, vocational services, and social activities.
- **Progressive Engagement** - Whenever possible, households experiencing a housing crisis should be diverted from entering homeless housing programs through problem-solving conversations, linkages to mainstream and natural supports, and/or flexible, and light-touch financial assistance. Initial assessment and services should address the immediate housing crisis with the minimal services needed, and frequent re-assessment determines the need for additional services. Services are individualized and responsive to the needs of each household.
- **Systems Thinking** – the program is an essential component of the County’s homeless response system. To successfully operate the program, the selected provider must embrace a systems-thinking approach.
- **Data-informed** – the data collected will be used for ongoing and continuous system improvement. The provider must have strong commitment to data quality and a willingness to make data-informed decisions.
- **Flexible** – the program is a work in progress. Policies, procedures, and tools will need to be adjusted and refined over time.
- **Collaborative Approach** – the provider must have the ability to build and maintain strong and effective working partnerships homeless service providers, housing providers, and landlords.
- **Communication** – staff must have the ability to communicate how the system works to people experiencing homelessness, service providers, landlords, and the public.
- **Objectivity** – successful operation of the programs requires that the provider use consistency and fairness in applying all policies and procedures and use of tools.
- **Problem Solving** – the program provider must embrace a problem-solving approach to ending homelessness. To be effective, the provider must employ staff who are skilled at problem-solving and understand how to adopt a strengths-based and client-centered approach to all aspects of service delivery.
- **Partnership with DRC** - DRCs can be an essential pathway to collaborate and negotiate for mutual gain to prevent evictions and maintain positive landlord relationships; it is expected that the contractor develops and maintains a partnership with the local DRC.

Performance Measurement

Performance Measurements are established by the Washington State Department of Commerce, and will be included in the sub-grantee’s contract.

Evaluation of Proposals

Letter of Intent

In order to be an applicant for this RFP, the applicant must submit a Letter of Intent no later than **3:00 PM May 23, 2025**, using the instructions below, stating the intention to submit a proposal in response to this Request for Proposals. The Letter of Intent must be accompanied by a summary of the applicant’s experience in providing the types of services outlined in this Request for Proposals.

If only one qualified applicant submits a Letter of Intent, Kitsap County reserves the right to substitute the bid proposal and review process with a sole-source contract process. In this event, the sole bidder will be contacted to initiate the sole-source contract process.

Proposal Information

Proposals should include:

- 1) Introductory Letter including the organization name, address, contact person, email, and reason your organization should be selected for this work.
- 2) Statement of qualification, including:
 - Organizational experience and workload – include a detailed description of similar programs successfully undertaken and implemented.
 - Program supervisory personnel experience.
- 3) Project Approach: A written description (2 - 4 page narrative) of your approach to designing, implementing and operating this program. Proposals should respond with specific details about how each of the listed elements of the Eviction Prevention Program will be addressed. Include information about:
 - program philosophy and methodology;
 - program management;
 - staffing levels, including job descriptions of personnel planned for HEN Program;
 - anticipated partnerships with other Kitsap agencies;
 - data collection methods;
 - and program evaluation methods.
- 4) Program Implementation and Operation Timeline
- 5) Budget Proposal on an annualized basis which includes:
 - Program Costs
 - Program Operations
 - Rental Assistance
 - Administration Costs
 - By and For Sub-Contract Budget
 - Program Operations
 - Rental Assistance
 - Administration Costs
- 5) References

Two (2) copies of Proposal with the solicitation number and name clearly indicated must be submitted to:

By Mail

Glen McNeil
Kitsap County Department of
Administrative Services
Purchasing Office
614 Division Street MS-7
Port Orchard, WA 98366

OR

Express, Courier, or Hand delivery

Glen McNeil
Kitsap County Department of Administrative
Services
Purchasing Office – Fourth Floor
619 Division Street
Port Orchard, WA 98366

OR

By email (preferred): Attention Glen McNeil at Purchasing@kitsap.gov

Submittals must be received in the Purchasing Office no later than 3:00 p.m. PDT on June 6, 2025. Submittals received after this date will be returned unopened.

Clarifications

Any questions, requests for additional information, or requests for clarification regarding this request for proposals will be accepted via e-mail by Glen McNeil at Purchasing@kitsap.gov until 3:00 PM May 26, 2025. Answers to any questions received will be posted as an Addendum by June 2, 2025.

Selection Criteria

Responses will be evaluated, and the contractor selected based on the following criteria:

- 1) The applicant's approach, plan of work, recommended schedules, and suggested responsibility assignments and staffing levels. Priority shall be given to low-barrier proposals.
- 2) Qualifications and experience in providing the requested services as exemplified by past projects.
- 3) Knowledge of and experience in implementing and operating homeless programs.
- 4) Experience and ability to form partnerships with other Kitsap agencies serving homeless clients.
- 5) Budget.

Kitsap County shall make the final determination of the most qualified applicant to negotiate a contract with. Prior to final selection, the Proposal Review Panel may select a short list and interview prospective applicants and/or may require submittal of further documentation regarding the applicant's capabilities and qualifications. Dates and times for those interviews are to be determined. The contract will be issued by Kitsap County as a Consolidated Homeless Grant sub-contract. All standard provisions of a Consolidated Homeless Grant sub-contract will apply.

Reservations

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