

Community Action Programs RFA

Pre-Submittal Conference

Rebecca Royce

October 8, 2018



About this Funding

- **Community Services Block Grant**
 - State and federal allocations
 - Serves up to 125% FPL
- **Human Services Fund**
 - County general fund
 - Serves up to 200% FPL



Community Needs Assessment

- All Community Action Agencies are required to conduct an assessment of the needs of people living in poverty every three years.
- Clark County's most recent assessment, completed in 2017, includes direct feedback from 1,165 surveys of people and households with low incomes covering six areas of need:
 - Education
 - Employment
 - Health and Social/Behavioral Health
 - Housing
 - Income and Asset Building
 - Support Services



Areas of Need

All programs funded through Community Action programs must meet a need identified in the Community Needs Assessment. The top 3 needs in each category are:

- **Housing.** Housing services are ranked as the top overall category of need in Clark County, these services are funded through the Homeless Crisis Response System request for application.
- **Health and Social/Behavioral Health:** seeing a dentist, food assistance and access to exercise/fitness classes.
- **Employment:** programs that help people learn the skills necessary to get a better job, find a job, and provide access to items needed to become/remain employed are identified as the highest needs in this category.
- **Income and Asset Building:** credit repair, financial assistance to buy a home and assistance obtaining/maintaining benefits such as Social Security, TANF, SNAP, etc.
- **Education:** programs that provide financial assistance to go to college, assistance applying for financial aid/scholarships and access to college/trade/apprenticeship program were identified as the top three needs under the education category.
- **Support Services:** transportation, legal assistance interventions, and information and referral services.



Funding Categories

Program Type	Funds Available
Health and Social/Behavioral Health	\$100,000
Employment	\$100,000
Income and Asset Building	\$100,000
Education	\$45,000
Support Services	\$45,000



Stakeholders List

- Contact Janet Snook to be added to stakeholder list.
 - Notified of changes to this RFA
 - Informed of future funding opportunities
- Janet.Snook@clark.wa.gov



Application Submittal

- Applications submitted online through ZoomGrants
- Applications available only through:
 - Link on Clark County website
<https://www.clark.wa.gov/community-services/applications>
 - Directly at
<https://zoomgrants.com/gprop.asp?donorid=2131&limited=1737>
- All notifications will go through ZoomGrants. Please add notifications@zoomgrants.com as a safe sender.

ZoomGrants



Important Information

- Requirements
 - Pre-application question verifies you agree to the requirements section
- Restrictions
 - Clark County Community Services General Terms and Conditions restrictions
 - Rent assistance
 - Services that can be reimbursed through Medicaid/care
 - Construction, rehabilitation or maintenance of property
 - Purchase of assets including equipment and/or vehicles
- RFA Supporting Documentation in Library
 - Clark County Community Needs Assessment
 - Clark County Community Services Strategic Plan
 - Clark County Homeless Action Plan
 - Poverty Guidelines
 - Community Action Definitions
 - Best & Emerging Practices
 - Letter of Collaboration Reference
 - Trauma Informed Care documentation



Program Requirements

All proposals must follow the below general requirements. All applicable requirements will be incorporated into the performance contracts of selected proposals.

- Contract period : July 1, 2019 through June 30, 2021. Option to renew for an additional year ending June 30, 2022.
- Follow all requirements in the Clark County Community Services General Terms and Conditions.
- Proposals must address a need identified in the Clark County Community Needs Assessment adopted in 2017.
- Contract performance will take place in Clark County.
- Programs may be required to enter accurate data into the Homeless Management Information System (HMIS); no more than 10 days following enrollment into the program and by the 5th of the following for services provided.
- Programs must be able to report unduplicated persons/households served.



Program Requirements (continued)

- Quarterly reports and year-end narrative reports must be completed. Reports must include accounting of all grievances filed during the reporting period, and status of resolution.
- All programs must include the following components in their program design: peer support, a Trauma Informed approach, motivational interviewing, and cultural awareness.
- Provide or assist the household with connections to other community resources and people supports that help them improve their safety and well-being and achieve their long-term goals.
- Be staffed by a core of employees who are suitably trained to effectively utilize HMIS, as required, as well as trauma informed services. Staff should also provide great customer service and ensure the program offers services in a culturally aware and appropriate manner to each program participant.



Program Requirements (continued)

- Programs must promote dignity and respect
 - Establish formal policies and value statements that convey clear expectations that persons will be treated with dignity and respect in every interaction. Monitor adherence to expectations. Provide people served with a grievance process.
 - Have expectations of program participants clearly communicated and easily accessible for review.
 - Practice cultural awareness and practice equity to effectively serve program participants across demographic differences.
 - Set only minimal and reasonable requirements for program participants, and enforce requirements in a fair and transparent way. Programs should limit eligibility criteria to those required by funders and/or facility structure (for example, funding for veterans or unit size suitable for families with children).



Coordinate vs. Collaborate

	What it is...	What it isn't...
Communication Memo	<ul style="list-style-type: none"> • Transfer of information • Interpreting messages • Level of Understanding • Listening • Tool for the other three C's 	<ul style="list-style-type: none"> • Argument • Results-oriented • Only the facts
Coordination Referrals	<ul style="list-style-type: none"> • Shared objectives • Understanding of roles and responsibilities • Acting together • Efficiency of action 	<ul style="list-style-type: none"> • Efficient results • Redundant/overlapping
Cooperation Partnership, MOU	<ul style="list-style-type: none"> • To work or act together for a mutual benefit • Requires compliance in order to work in harmony • Jointly controlled/negotiated effort • Challenges norms and assumptions 	<ul style="list-style-type: none"> • Same benefit for all involved • Change in roles or activities • Strategic insight
Collaboration Creating a New Project or Initiative	<ul style="list-style-type: none"> • Change – process of shared creation • Using information to create something new • Generates insight • Thrives on differences • Results oriented • Evolving and dynamic • "Giving up" old ways 	<ul style="list-style-type: none"> • Consensus • Exchanging information • About the process of relationships



Application Hints

- Read everything
- Answer the questions
- Utilize the documents referenced
- Work on true collaborations now
- Focus on the program, not the agency
- Avoid cutting & pasting



Important Dates

Pre-Applications Due	October 31, 2018
Applications Due	December 7, 2018
Staff Review; Additional Information Requests (if needed)	December/January
Program Presentations	April 9, 2019
CAAB Recommendations	May 14, 2019
Recommendations to Council	May 2019
Contract Execution	July 1, 2019



Evaluation & Selection



- Administrative review will only be completed prior to application for new agencies.
 - No more uploading agency documents!
 - Risk Assessment will be completed before contract execution.
- Evaluation and Recommendations from Community Action Advisory Board (CAAB) in May.
 - Based on 100 point scoring system.



Questions?

- After today, please submit questions in writing to:
 - Rebecca Royce Rebecca.Royce@clark.wa.gov
- Responses will be posted to the website within two business days
 - <https://www.clark.wa.gov/community-services/applications>



Thank you!

Clark County Community Services
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