

Thurston County Public Health and Social Services

Request for Proposals

Program Name: Veterans Emergency Shelter Bed Program

Funding Available: **\$60,000**

Start/End Date of Contract(s): January 1, 2019 through December 31, 2019

Program Fund Source:

Thurston County Veterans Assistance Fund, hereinafter called Veterans Assistance Fund, is to provide for the relief of indigent veterans, their families, and the families of deceased indigent veterans as defined in RCW 73.08.005. The intent of the Veterans Assistance Fund is to provide programs that benefit veterans and family members facing financial hardship.

Only eligible veterans and eligible family members of veterans may receive assistance from the Veterans Assistance Fund. The eligible veteran or eligible family member must have a financial need and must provide documentation proving their need to receive assistance from the fund. The assistance provided may include financial assistance for certain purposes, homeless shelter services, case management services, referral services and other programs that benefit eligible veterans and eligible family members.

Veterans Advisory Board:

The Thurston County Veterans Advisory Board established by Thurston County Code Chapter 2.122 provides advice to the Thurston County Board of County Commissioners on the needs, resources, and programs that could benefit local indigent veterans and their families.

Program Description:

Homeless Shelter Services

Thurston County is seeking an agency or agencies to provide emergency shelter for eligible homeless veterans or family members. Shelter costs may only be paid for eligible homeless veterans or family members. Scope of work required includes maintaining documentation as described below.

The applicant must meet the following requirements:

- Provide overnight stays for eligible veterans or family members.
- Provide services in accordance with all applicable requirements of the Thurston County Veterans Assistance Fund Policies and Procedures currently in effect, including any amendments. ([VeteransFundPolicyandProcedureRevision2009-BOCC](#)).
- Assure that persons will not be required to attend or participate in religious activities as a condition of receiving shelter services.

- Application Procedures:
 - The successful program shall follow prescribed intake procedures including documentation of veteran status and maintain a file with supporting documents on each client assisted.
 - The Contractor shall maintain a copy of the completed application on file along with all the back-up documentation which supports the applicant's eligibility for assistance. Those records must be retained for a minimum of three years and must be available for audit by the County, the state and any other designated auditors. At the end of three years after termination of this Contract the applications and back-up documentation shall be destroyed by the Contractor.

On at least a quarterly basis the Contractor shall submit each veteran's or eligible family member's application for assistance, supporting documentation and an invoice for payment to the County. This invoice shall include but is not limited to the following: name of the eligible veteran or family members; dates resided at the shelter; signature of the eligible veteran or family member for each overnight stay; and the shelter cost. In order to receive reimbursement for overnight stays all invoices must be submitted to the County on a quarterly basis. Payment shall not be made for services to any applicant whose application is not approved by Thurston County as meeting the eligibility requirements of the Thurston County Veterans Assistance Fund.

Bidder's Conference

One orientation session for this funding cycle will be provided on March 7, 2018 from 2:00 – 4:00 p.m. at the Thurston County Public Health and Social Services Conference Room 107, 412 Lilly Rd. NE Olympia, WA 98506-5132.

To apply for this funding:

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 12:00 PM, FRIDAY, APRIL 6, 2018.

APPLICATIONS MUST BE COMPLETED AND SUBMITTED ELECTRONICALLY THROUGH ZOOMGRANTS AT:

<https://zoomgrants.com/gprop.asp?donorid=2253>

In addition, one signed original hard copy must be delivered to Thurston County no later than Friday, April 13, 2018:

**Homeless and Affordable Housing RFP
Public Health and Social Services
412 Lilly Road NE
Olympia, WA 98506-5132**

Proposals will be reviewed by the Thurston County Veterans Advisory Board and projects will be recommended to the Board of Thurston County Commissioners who will authorize contracts to be issued to the selected agencies.