



## Request for Proposals: Eviction Prevention- By and For

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### Introduction

Coastal Community Action Program has issued a request for proposals (“RFP”) to interested and qualified agencies to provide coordination and service delivery of Eviction Prevention- By and For in Grays Harbor County. This RFP is intended for an agency that is a registered non-profit organization, behavioral health provider, government entity and/or federally recognized tribe that has the necessary capacity and experience to successfully provide services to individuals who are literally homeless or at risk of being homeless.

The RFP will open **August 15, 2025, and all proposals are due by 4:30 p.m. August 29, 2025.** Priority will be given to the agency who can demonstrate capacity and experience to provide the services to the most vulnerable clients.

Coastal Community Action Program reserves the right to reject all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not oblige CCAP to pay any costs incurred by respondents in the preparation and submission of their proposal.

Furthermore, the RFP does not oblige CCAP to accept or contract for any expressed or implied services. All successful applicants will be subject to an initial risk assessment **prior** to contracting.

The successful applicant, upon formal approval will work with CCAP staff to negotiate a formal contract that will include a budget with specific deliverables, timelines, and outcomes. CCAP will be responsible for monitoring the recipient to ensure alignment with fund requirements and contract deliverables. The contract may be structured to offer an opportunity to evaluate and revise as necessary after the initial twelve-month period of the agreement.

Application may be submitted via e-mail, mail or in person at:

Coastal Community Action Program  
**Attn: Lucy Machowek**  
101 E Market Street  
Aberdeen, WA 98520  
[lucym@coastalcap.org](mailto:lucym@coastalcap.org)

Applications and related materials must be received no later than **Friday, August 29, 2025, at 4:30p.m.** to be considered.

The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked.

Any questions related to this application may be directed to:

Lucy Machowek, CFO  
E-mail: [lucym@coastalcap.org](mailto:lucym@coastalcap.org)  
Phone: 360-533-5100

### Qualifications and Scope of Work

#### Core Competencies

- **Expertise in homelessness programs:** Familiarity with systems such as the Homeless Crisis Response System, Coordinated Entry, HMIS, and the Consolidated Homeless Grant Guidelines.
- **Client-centered approaches:** Demonstrated capacity to prioritize vulnerable populations, assist clients in maintaining permanent housing, and utilize progressive engagement models.

#### Operational Strengths

- **Connection and collaboration:** Partnerships with local providers, and communities.
- **Experience in services:** Both direct provision of services and coordination with other local entities.

Serving Grays Harbor and Pacific Counties since 1965 / Part of the Community Action Network: “Fighting to Eliminate Poverty”

### Administrative Proficiency

- **Financial readiness:** Ability to manage cash flow for reimbursement-based programs, maintain sophisticated accounting systems, and meet funder requirements.
- **Grant expertise:** Managing state/federal grants with robust procedural and internal controls and fund accounting knowledge.

### Key Responsibilities

- **Comprehensive Coverage:** The agency must ensure that the entire spectrum of required services is accessible.
- **Engage in Community Outreach:** Build strong connections with community stakeholders, service providers, and clients to ensure services are accessible and address community needs effectively.
- **Provide Training and Support:** Offer ongoing training for staff and partners on program guidelines, compliance, and best practices, including the use of HMIS and CHG standards.
- **Implement Client-Centered Practices:** Develop and follow procedures to prioritize the most vulnerable populations, focusing on sustainable housing and support.
- **Conduct Continuous Evaluation:** Regularly assess program outcomes, client satisfaction, and overall system effectiveness, adjusting as needed.
- **Maintain Data Accuracy and Security:** Ensure HMIS data entries are precise, confidential, and up to date to meet reporting and compliance requirements.

### Available Services

- At least 80% of the projects funded by this RFP must adopt low-barrier approaches, fostering accessibility and inclusivity.
- All programs will follow “Consolidated Homeless Grant Guidelines” published and updated by the Washington State Department of Commerce.

Programming Description	Estimated Funding Available*	Specific Considerations	Deliverable(s)
Eviction Prevention- By and For *Must follow CHG guidelines on By and For engagement and Organization requirements	\$104,500.- Allocated as follows: <ul style="list-style-type: none"> <li>• \$11,000. Administration</li> <li>• \$28,500. Operations</li> <li>• \$65,000. Rent and Utilities for Eligible Clients</li> </ul>	<ul style="list-style-type: none"> <li>• Allowable expenses include staff time for program administration, application processing, reporting, etc., as well as direct assistance such as rental and utility assistance to qualified applicants.</li> <li>• Agency will outline and implement an application process that prioritizes households at highest risk of evictions and ensure resources are available in an accessible and equitable process.</li> <li>• Qualifying Household must meet both of the following criteria: <ul style="list-style-type: none"> <li>• A) At risk of homelessness (as documented on the CHG Verification of Household Eligibility and Recertification Form)</li> <li>• B) At or below 80% AMI OR HEN referral</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Create and maintain an application process that prioritizes households at highest risk of eviction.</li> <li>• Confirm eligibility verification</li> <li>• Provide allowable direct assistance, including rental, utility, and flex funds to eligible clients.</li> <li>• Allocate staff time for program administration, application processing, and required reporting.</li> <li>• Ensure admin costs do not exceed 15% of total program budget.</li> <li>• Maintain accurate program records.</li> </ul>



## Funding

This RFP is made up of multiple funding sources including but not limited to Consolidated Homeless Grant, Eviction Prevention, EHF and state and local document recording fees. Throughout the guidelines the funding sources are referred to as CHG, Eviction Prevention, and Emergency Housing Funds (EHF). Each of these funds has different eligibility requirements and funding guidelines.

The successful applicant, upon formal approval from CCAP will work with CCAP staff to negotiate a formal contract that will include a budget with specific deliverables, timelines, and outcomes



## 2025 Application

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Submit the application following the outline below and ensure all requested documentation is provided.

<b>Organization Name:</b>	
<b>Primary Contact:</b>	<b>Title:</b>
<b>Telephone:</b>	<b>E-Mail:</b>
<b>UBI Number:</b>	

1. What is your agency's mission and vision?
2. Which accounting software does your agency use?
3. What is your agency's knowledge and experience with the Homeless Crisis Response System, Coordinated Entry and the Consolidated Homeless Grant Guidelines?
4. How do you prioritize vulnerable populations and help clients obtain/maintain permanent housing?
5. What experience do you have in direct provision of services and coordination with local entities?
6. How will you coordinate and provide services?
7. What is your plan to monitor in-house to ensure guidelines are followed, services are provided and program outcomes and goals are met?

**Attach the following to your application:**

- Completed threshold criteria
- Most recent Single Source/ Independent Audit completed that includes the following:
  - Balance Sheet
  - Income Statement
  - Statement of Cash Flow
- Organizational Chart



## Threshold Criteria

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Please attest to the following:

- ☐ I certify that our agency is in good standing with all our granters/funders and demonstrates sound financial practices. *If you have an active corrective action plan related to a current grantor/funder, please submit a copy.*
- ☐ I certify that our agency is an eligible agency: A registered Non-profit organization, Behavioral Health Provider, Government Entity, and/or Federally Recognized Tribe.
- ☐ Staff have met the training requirements and the ability to use HMIS (Homeless Management Information System) for data management.
- ☐ Our agency agrees to participate in housing meetings as requested by CCAP.
- ☐ Our agency agrees that services will be provided directly by the agency.
- ☐ Our agency has the capacity to operate the program(s) on a cost-reimbursement basis. *Reimbursement payments will be made for verified expenses within thirty days from invoice approval.*
- ☐ Our agency's fiscal management system is compliant with government accounting systems per most recent audit.
- ☐ Our agency can comply with the insurance requirements of the contract.
  - ☐ *General Liability in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.*
  - ☐ *Automobile liability insurance in an amount not less than \$1,000,000 combined single limit for each accident.*
- ☐ Our agency has reviewed the [CHG Guidelines](#) and feel confident in our ability to comply.

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Print Name/ Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date