



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Agenda

Homeless Housing Taskforce

Monday, August 19, 2024

2:30 PM

Training Room, 2nd Floor, City Hall

HYBRID MEETING DETAILS

24-00745 Please click the link to join the webinar: <https://us02web.zoom.us/j/84015494317>
+1 253 215 8782 US (Tacoma); +1 253 205 0468 US
Webinar ID: 840 1549 4317

CALL TO ORDER

ROLL CALL

MINUTES

24-00741 MINUTES FROM JULY 15, 2024

NEW BUSINESS

24-00743 UPDATE ON REQUEST FOR QUALIFICATIONS (RFQ)

24-00742 COMMUNITY EDUCATION AND BRIDGES OUT OF POVERTY UPDATE

UNFINISHED BUSINESS

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

ADJOURNMENT



Agenda

Homeless Housing Taskforce

Monday, July 15, 2024

2:30 PM

Training Room, 2nd Floor, City Hall

HYBRID MEETING DETAILS

24-00645 Please click the link to join the webinar: <https://us02web.zoom.us/j/84015494317>
+1 253 215 8782 US (Tacoma); +1 253 205 0468 US
Webinar ID: 840 1549 4317

CALL TO ORDER

The meeting was called to order at 2:30 pm.

ROLL CALL

In attendance: Ruth Kendall, Chair; Dian Cooper, CoChair; Steven Boyer; Gena James; Connie Lantz; Shannon McLain; Rob Painter-Johnson; Lauren Princehouse; Tim Watson, LPD
Staff present: Kayce Settlemier, non-voting member; Chris Collins, Asst City Manager & PW Director (arrived at 2:57); Nancy Vandehey, Admin
Guest attendee: Councilmember Erik Halvorson

MINUTES

24-00646 **MINUTES FROM JUNE 17, 2024**
The minutes were approved as presented.

NEW BUSINESS

24-00642 **SEVERE WEATHER SHELTER - POTENTIAL LOCATIONS**

- **LONGVIEW SENIOR CENTER - JUSTIN BROWN**
- **COUNTY BOATHOUSE - MIKE MOSS**
- **4 SQUARE CHURCH - CHRIS COLLINS**
- **OTHER IDEAS?**

Ruth Kendall started the conversation. Kayce met with Justin Brown and the Senior Center group. The Senior Center board has decided not in favor of the proposal. The boathouse option is unknown. Dian didn't get an answer on the blow up tents from the hospital. Kayce reported on the visit to 4 Square Church. The building would need a good amount of work done. Bathrooms were not ADA. Dian inquired about the room under the train station - it's being utilized for a school class. There is a meeting this week to talk about the use of MAC as the primarily SWS and if there was an event, then we'd reschedule or move classes as needed. The PUD conference room and funeral homes might be an

option. Funeral homes typically have a large heated garage that might be utilized. It was suggested to reach out to local realtor to see if they have any large heated commercial space. LCC has large spaces. We need to follow up with the County.

24-00643 RFP/RFQ STATUS - KAYCE/DIAN/SHANNON

Kayce reported on the status. The subcommittee did meet and started the groundwork. The location needs to be pinned down before we start the RFQ. The RFQ doesn't need to go to Council prior to being sent out. It would need to go to Council for award. Goal is to have a location by the end of July. Worst case scenario if no one reaches out for the RFQ - this won't happen.

24-00644 HOT WEATHER SHELTER LEARNINGS - JULY 2024

- BUS USAGE
- LIBRARY
- SUNDAY - COWLITZ FAMILY HEALTH
- OTHER

Dian reported on the Hot Weather event. There were 4 people and one dog. If needed, it could happen again. Free bus fares will be offered as the temps rise.

UNFINISHED BUSINESS

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

ADJOURNMENT

The meeting was adjourned at 3:19 pm.



**2024-2025 Cold Weather Shelter
Request for Qualifications (RFQ) For:**
Cold Weather Shelter Operations & Services

Closing Location:
City of Longview
Executive Department
1525 Broadway / P.O Box 128
Longview, WA 98632

Closing date and time:
Must be received by
Thursday, August 29, 2024, 3:00 PM

Issued: August 1, 2024

TABLE OF CONTENTS

GUIDELINES		PAGE NUMBER
I.	Summary	3
II.	Background	4
III.	Program Scope	4-5
IV.	Requirements	5

APPLICATION		PAGE NUMBER
I.	Instructions for Application	6
II.	Questions & Rating Criteria	6-8
III.	Deadline & Completed Application Requirements	8
IV.	Checklist	9
V.	Cover Sheet	10

City of Longview

2024-2025 Cold Weather Shelter

RFQ GUIDELINES

I. Summary

Introduction: This Request for Qualifications (RFQ) will identify eligible social service providers to operate and provide sheltering services on City owned property, with approximately 65 single adult emergency shelter beds, that could be utilized during a severe weather event. During November 2023-March 2024, the Severe Weather Shelter was open for approximately 19 nights and an average of 36 individuals were sheltered each night. The shelter welcomed 209 unduplicated guests during 2023-2024 shelter season.

The intent of this proposal is to provide temporary shelter during severe weather events to preserve life and health of homeless individuals living on the streets without shelter as well as refer individuals to longer term supportive services in the community. To support that goal, City of Longview will be considering providers that have demonstrated collaborative relationships with other service providers in the community and the capacity to support individuals with accessing services outside of severe weather events.

The success of this shelter requires coordination and collaboration between City departments, agency partners and community groups.

Applications: The deadline for submitting completed proposals is **Thursday, August 29, 2024, 3:00 PM**. This RFQ is competitive and only completed applications will be considered.

Agencies are invited to submit applications for following program area:

- Cold Weather Shelter

Timeline*	
Applications open	Thursday, August 1, 2024
Last Day to Submit Questions to Chris.collins@ci.longview.wa.us Kayce.settlemier@ci.longview.wa.us	Wednesday, August 28, 2024, 3:00 PM
Timeline*	
Application Deadline	Thursday, August 29, 2024, 3:00 PM
Notification	Thursday, September 12, 2024
Estimated Contract Start Date	October 2024

*City of Longview reserves the right to change any dates in the RFQ timeline. Any updates, including responses to questions, will be posted on <https://www.mylongview.com/Bids.aspx>

II. Background

Background

At any time, there are more than 300 unhoused individuals within Cowlitz County. People living unsheltered are at increased risk for adverse health outcomes.

Intent: The intent of the RFQ is to enhance the continuum of comprehensive, housing-focused solutions throughout City of Longview and Cowlitz County WA and expects these investments will:

- a) Preserve life and health in unsheltered homeless populations.
- b) Help single adults experiencing unsheltered homelessness in the City of Longview and Cowlitz County WA quickly find safe alternatives to the street during severe weather events.

Funding Sources: City of Longview will access a range of funding sources to support the project awarded through this RFQ. Fund sources may include Capital budget and/or document recording fees.

List of eligible agencies: This RFQ will help City of Longview maintain a list of eligible homeless service agencies to respond quickly to surge and if additional funding becomes available in the future.

III. Program Scope

Scope: The table below summarizes the sole opportunity contained in this RFQ. Expanded program details can be found in Section A below. City of Longview is open to operating and service provision partnership structures that include an operating agency and a partner service provider.

RFQ Program	Summary of Program Scope	Provider Profile
Cold Weather Shelter	<ul style="list-style-type: none"> • Six-month commitment (October 1, 2024- March 31,2025) • Six-month commitment with yearly renewal based on availability of funds and location. • Serve single adults over the age of 18. • Approximately 65 shelter mats available. • Variable operations requirements • 4pm-9am program operations • Supportive services include coordination with community service providers, brief assessments, referrals to behavioral health and other client supports. Partner with community providers to expedite coordination and referral to housing, health, and treatment resources in the community. • Shelter must open if overnight temperatures are projected to drop below 33 degrees Fahrenheit for three or more consecutive nights. 	<ul style="list-style-type: none"> • Experience working with participants who have been living unsheltered for long periods of time and may have high levels of physical and behavioral health needs. • Demonstrated ability to provide culturally responsive services to create positive outcomes for communities who historically have been underserved. • Experience operating shelter and/or residential programs. • Demonstrated success supporting participant engagement with community services. • Experience with Federal, state and foundation funding sources.

A. Cold Weather Shelter Program Scope:

The City of Longview anticipates securing at least one building for one to two years to be used as temporary emergency shelter for up to 125 chronically homeless, single adult households. The facility will operate overnight, and basic health and safety support will be provided, including but not limited to food, clothing, and personal hygiene. Pets and companion animals will be accommodated.

The program will focus on helping participants by providing emergency shelter and will be designed to promote the physical and emotional safety of participants and staff in the least restrictive manner possible. Services will be offered during times that the City of Longview declares a Severe Weather Event and be tailored to meet the diverse needs of the participants. Whenever possible, participants are to be offered additional support to adjust any behaviors or issues to be successful in the program and reduce exits to the streets during severe weather events. Information and voluntary referral to community services including Coordinated Entry will be provided. Potential participants will be informed of the shelter program operations.

IV. Requirements

Applicant agencies must adhere to the following:

1. Data Collection, Evaluation Performance Measures

- a. All funded agencies will participate in data collection required by the City of Longview.
- b. City of Longview will establish and evaluate performance metrics which will be incorporated into the Service Contract.
- c. May include social distancing, wearing masks, hand washing, and sanitizing surfaces.

2. Good Neighbor Agreement

- a. Be a good neighbor by talking with homeowners and businesses about the Good Neighbor Agreement. This includes being aware of how the shelter may affect the neighborhood. Explore and act on opportunities that may increase public safety. On-site support for the neighborhood consists of a shelter staff member providing presence, making themselves available for the 2 hours after shelter closes if a shelter guest had not yet moved on to their next location.
- b. Notify shelter neighbors and service providers via email about every shelter opening and closing date, reminding them to call our shelter hotline if they see issues in the neighborhood.
- c. Within 5 business days after the close of each shelter closing date, host a Good Neighbor meeting for all neighbors and service providers on email list so that they can provide feedback on shelter operations for our continuous improvement.
- d. Foster good relationships with the shelter neighbors, responding quickly to any needs they express. Guests may not line up for shelter until 5pm the night of shelter opening.
- e. Guests may not congregate at the shelter site or in the neighborhood when shelter is not open for operations.
- f. Guests are expected to be courteous of neighbors, including keeping voices low to respect those sleeping, picking up after themselves, and only using shelter bathroom facilities for the purpose of relieving oneself.

City of Longview
2024-2025 Cold Weather RFQ
APPLICATION

I. Instructions for Application

Agencies are invited to submit an application that reflects the following program:

- Cold Weather Shelter

Applications will be rated only on the information requested in this RFQ, including any clarifying information requested by City of Longview. Answer each section completely. Do not include your own cover letters (use Application Cover Sheet in Attachment 1 on page 10) or brochures with your application. Applications that do not follow the required format may not be rated.

Agencies are encouraged to apply for any program area for which they qualify. Agencies are asked to complete one narrative application that describes how their agency meets the requirements of each of the selected program areas.

Required format for each written application:

- Typed and formatted to letter-size (8 ½ x 11-inch) paper.
- Use one-inch margins, single spacing, and minimum size 11-point font.
- Be no longer than 8 pages (Requested attachments will not count towards the page limit).

II. Questions & Rating Criteria

Write a narrative response to sections A. – E. Answer each section completely according to the questions. Do not exceed a total of 8 pages for sections A. – E. combined (Requested attachments will not count towards the page limit). Applications will be rated out of 100 points for the following criteria:

A. AGENCY EXPERIENCE (25 points)

1. Tell us about your agency’s history, experience, and the current work you do, related to each of your selected program area and how it serves unsheltered homeless individuals.
2. Describe how your agency will operate the selected program with health and safety protocols in place.

Rating Criteria - A strong application meets all the criteria below.

- Applicant demonstrates experience and understanding of the core components of their selected program area.
- Applicant has experience operating a shelter with referrals from and to community providers, hospital, and law enforcement.
- Experience reflects history with operating and providing services that are focused on helping individuals gain safety, improve health, and address barriers to securing housing.

- Applicant has adjusted operations and service delivery to meet the attached Cowlitz County Severe Weather Shelter 2022-2023 Policies and Procedures.
- Applicant is willing to comply with the mission of Severe Weather Shelter and follow Policies and its Procedures.

B. STAFFING (10 points)

1. Describe the paid staff who will have a significant role in designing, delivering, and evaluating each program area. What will they be responsible for doing? What is the ratio of staff to participants?
2. Describe recruitment, training, and use of volunteers to supplement paid staff, if the agency plans to use volunteers. What will volunteers be responsible for doing? What is the ratio of paid staff to volunteers?

Rating Criteria - A strong application meets all the criteria below.

- Staff and volunteer positions and qualifications are designed to meet the needs of participants.
- The ratio of direct-service staff to participants supports services provided. The ratio of volunteers to direct-service staff supports the services provided.

C. PARTNERSHIPS (15 points)

1. Describe how you will partner with program participants, community members, and/or other agencies to execute the program. What role do they play in planning, implementation, and evaluation of your work?
2. Describe how you plan to partner with City Departments, including: Longview Police Department.
3. Provide a list of Community partners, that your agency actively works with.

Rating Criteria - A strong application meets all the criteria below.

- Applicant clearly describes who and how they will partner with program participants, community members and agencies in planning, implementation, and evaluation.

D. FISCAL MANAGEMENT (25 points)

1. Describe how your agency manages finances, including any financial systems you use. Are you financially able to provide services and submit invoices for reimbursement in a timely manner?
2. Describe your experience meeting reporting requirements established by the City of Longview.

Rating Criteria - A strong application meets all the criteria below.

- Applicant adequately describes its revenue, financial health, and financial management system.

- Applicant can provide services and timely submit invoices for reimbursement, and cope with changes in funding support.
- Applicant has experience meeting reporting requirements with programs funded by city, state, federal, foundations.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

E. BUDGET (25 points)

1. Provide proposed line-item budget with budget justification. In addition to City of Longview funds,
 - a. Budget include the source and amount of any matching or in-kind volunteer hours and donations of goods and materials proposed by the agency, describe what is included in administrative overhead if the agency includes administrative overhead in the budget.
 - b. Agency adequately specifies line items included in budget and describes both fixed costs for the season and per night costs for nights open.
 - c. Agency adequately describes budget assumptions.
 - d. Agency has experience raising matching funds and attracting in-kind donations and community support.

III. Deadline & Completed Application Requirements

A. Application Submittal

1. A completed and signed Application Cover Sheet (Attachment 1 on page 10).
2. The application must include:
 - a. A completed narrative response to sections A. – E. (Requested attachments do not count towards the 8- page limit).
 - b. If you are proposing a partnership or subcontract with another agency, attach a signed letter of commitment from that agency’s Director or other authorized representative.
 - c. List of Board of Directors names and last three meeting minutes.

Completed applications are due Thursday, August 29, 2024, at 3:00 PM. Applications must be submitted through [webpage](#). No faxed, e-mailed, or mailed applications will be accepted. Completed applications are due by Thursday, August 30, 2024, at 3:00 PM.

B. Determination of a Completed Application

City of Longview conducts a screening after applications are submitted. City of Longview will request copies of the following documents if they are not already on file. Agencies will have two (2) business days from the date of written request to provide the requested documents to the RFQ coordinator:

1. Current fiscal year’s financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency’s CFO, Finance Officer, or Board Treasurer.
2. Most recent audit reports.
3. Most recent fiscal year-ending Form 990 report.

4. Current certificate of commercial liability insurance.
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.

IV. Checklist

2024-2025 Cold Weather Shelter

This checklist is to help you ensure your application is complete prior to submission, and to verify City of Longview’s expectations. Please do not submit this form with your application.

HAVE YOU....

Read and understood the following additional documents found Bid Postings- Cold Weather Shelter?

- Cowlitz County Severe Weather 2022-2023 Shelter Policy and Procedures
- Example Budget

Completed and signed the 1-page Application Cover Sheet? (Attachment 1 on Page 10) *

- If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.

Completed each section of the Narrative response?

- Must not exceed 8 pages (8 ½ x 11), single spaced, double-sided, size 11 font, with 1-inch margins.
- Page count does not include the required forms and supporting documents requested in this funding opportunity.
- A completed narrative response addresses the following:
 AGENCY EXPERIENCE (25 points)
 STAFFING (10 points)
 PARTNERSHIPS (15 points)
 FISCAL MANAGEMENT (25 points)
 BUDGET (25 Points)

Attached the following supporting documents? *

- Roster of your current Board of Directors
 - Minutes from your agency’s last three Board of Directors meetings or comparable minutes
- Two letters of support from other local service providers, showing support and collaboration.

*These documents do not count against the 8-page limit for the proposal narrative section.

All applications are due to the City of Longview, Thursday, August 29, 3:00 PM. See Section III for submission instructions.

City of Longview
2024-2025 Cold Weather Shelter
RFQ Application Cover Sheet

1. Application Program Area(s):	Cold Weather Shelter		
2. Applicant Agency:			
3. Agency Executive Director:			
4. Agency Primary Contact			
Name:			Title:
Address:			
Email:			Phone:
5. Organization Type			
Non-Profit	For Profit	Public Agency	Other (Specify):
6. Federal Tax ID or EIN:		7. DUNS #:	
8. WA Business License #:			
9. Partner Agency (if applicable):			
Contact Name:			Title:
Address:			
Email:			Phone:
Description of partner agency proposed activities:			
Signature of partner agency representative: _____ Date:			
Authorized physical signature of applicant/lead agency			
<i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i>			
Name and Title of Authorized Representative:			
Signature of Authorized Representative: _____ Date:			