A colorful object on a black background

Description automatically generated



**Office of Homeless Youth   
Competitive Funding 2024-2025**

**Homeless Student Stability Program (HSSP)  
FUNDING APPLICATION & EXHIBITS**

# INSTRUCTIONS

Submit proposals via email to [HSSP@Building.Changes.org](mailto:hssp@buildingchanges.org) no later than **Tuesday, December 5, 2023, at 5:00 PM, Pacific Standard Time.** Proposals must be fully completed and written in English or may not be scored or considered for funding. No late submissions will be accepted. For detailed submission guidelines, see the Request for Proposals (RFP) document posted at [bit.ly/2024-hssp-funding](https://bit.ly/2024-hssp-funding).

**Proposal Checklist:**

**Funding Application**

* + Applicant Information
  + Subgrantee Information (if applicable)
  + Attached letter of support from applicable school(s), school district(s), or educational service district
  + References (up to three required)

**Universal and Program Questions**

* + Must be completed by all applicants
  + Must adhere to **250-word limit per response to each question**
  + Video submission (optional)\*

**Required Exhibits (A, B, C, D, E)**

* + Signatures may be scanned or electronic where required.
  + Exhibit A: Certifications and Assurances (attached below)
  + Exhibit B: Diverse Business and Inclusion Plan (attached below)
  + Exhibit C: Workers Rights Certification (attached below)
  + Exhibit D: Prior Business/Employees with Washington State (attached below)
  + Exhibit E**:** Budget Proposal (download and complete spreadsheet posted at [bit.ly/2024-hssp-funding](https://bit.ly/2024-hssp-funding))

**Recommendations:**

* Under “View” in Word, select “Navigation Pane” to navigate through the application more easily.
* Provide specific examples to illustrate organizational capacity to do what is described in each response. Avoid generalized responses. For example, if you say your agency respects all youth in the program, then provide examples that demonstrate how respect is given to youth in the program.
* Engage with students, families, youth, and young adults with lived experience of homelessness or housing instability for your program design and implementation.
* Review Exhibit E: Budget Proposal spreadsheet (see link above), [Exhibit F: Service Grant Format with General Terms and Conditions](https://deptofcommerce.box.com/s/5qz7xrs1rf1xo5t2ytb5hqdu6hakxmb9), [Exhibit G: HSSP 2022-2023 Guidelines](https://deptofcommerce.app.box.com/file/611200845121?s=54h7qmp5md1pmatyu01o9g139ocnsbs9), and [Exhibit H: Glossary](https://deptofcommerce.box.com/s/93cyav0d3ktqpzaof8yzauruggvo73kr) for more information.

Questions should be directed to the RFP Coordinator at [HSSP@BuildingChanges.org](mailto:hssp@buildingchanges.org).

*\** *Historically, only written application responses have been accepted for this funding opportunity. To expand submission options, we are now accepting video submission through Vimeo or YouTube for responses to Universal and Program Questions. See page 9 of the RFP document for video submission instructions.*

# C:\Users\Sarahch\AppData\Local\Temp\Temp1_MSWord_Use.zip\MSWord_Use\Logo__Standard_RGB.pngA colorful object on a black background Description automatically generatedHOMELESS STUDENT STABILITY PROGRAM (HSSP) 2024-2025 FUNDING APPLICATION (REQUIRED)

**APPLICANT INFORMATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Organization | | | | Licensed to do Business in WA State **(REQUIRED)** | | | | |
|  | | | | Yes | | Will become licensed within 30 days (commitment statement attached) | | |
| Mailing Address | | | | Physical Address (if different than mailing address) | | | | |
| Street: | | | | Street: | | | | |
| City: | State: | | Zip Code: | City: | | | State: | Zip Code: |
| Year Incorporated | | Current HMIS user? | | | Applicant Type | | | |
|  | | Yes No | | | Choose an item. | | | |
| Statewide Vendor # (SWV) | | Unified Business Identifier # (UBI) | | | Federal Employer Tax Identification # | | | |
|  | |  | | |  | | | |

**CONTACTS**

|  |  |
| --- | --- |
| Primary contact for this application | Other contact (if needed) |
| Name/Title: | Name/Title: |
| Phone: | Phone: |
| Email: | Email: |
| Executive (person who signs grant agreements) | Program Manager (primary contact for grant activities) |
| Name/Title: | Name/Title: |
| Phone: | Phone: |
| Email: | Email: |
| Finance (primary contact regarding invoices) | Data Manager (primary contact for HMIS) |
| Name/Title: | Name: |
| Phone: | Email: |
| Email: | County/CoC: |

**Subgrantee Information (if applicable)**

|  |  |  |
| --- | --- | --- |
| Name of Organization | Licensed to do Business in WA State **(REQUIRED)** | |
|  | Yes | Will become licensed within 30 days (commitment statement attached) |
| Subgrantee Contact | Unified Business Identifier Number (UBI) | |
|  |  | |
| Data Manager (primary contact for HMIS) | Current HMIS user? | |
|  | Yes No | |
| Summary of subgrantee’s primary responsibilities (50 words maximum) | | |
|  | | |

# LETTER OF SUPPORT (REQUIRED)

The Homeless Student Stability Program funds organizations to develop partnerships with one or more school buildings and/or school districts and/or educational service districts in order to create, implement, and/or expand collaborative strategies between housing and education partners to promote housing and educational stability. **Proposers are required to submit a letter of support from the applicable school districts with their proposal.** Please attach a scanned letter of support.

# REFERENCES (REQUIRED)

List names, telephone numbers, and e-mail addresses of **up to three** (3) business references for the Proposer and/or the lead staff person for whom work has been accomplished and briefly describe the relationship to the Proposer. Do not include current Department of Commerce or Building Changes staff as references. By submitting a proposal, the Proposer and any partners or agents authorize Building Changes to contact these references and others, who from Building Changes’ perspective, may have pertinent information. Building Changes may evaluate and contact references at their discretion.

|  |  |
| --- | --- |
| **Applicant Reference 1** | |
| Name: | Title: |
| Phone: | Email: |
| Relationship to Applicant: | |
| **Applicant Reference 2** | |
| Name: | Title: |
| Phone: | Email: |
| Relationship to Applicant: | |
| **Applicant Reference 3** | |
| Name: | Title: |
| Phone: | Email: |
| Relationship to Applicant: | |

# CONTRIBUTORS

Please list those who worked on the development of this proposal.

|  |  |
| --- | --- |
| Name/Role | RFP Section(s) |
|  |  |
|  |  |
|  |  |
|  |  |

# UNIVERSAL QUESTIONS (REQUIRED, SCORED: 60 points)

**All questions must be answered, and scoring will be based on points noted below. 250-word limit per response to each question.**

|  |
| --- |
| 1. Describe how your organization meets the needs of students, unaccompanied youth and/or young adults, and families who are experiencing homelessness or unstably housed. ***(5 points)***   Click or tap here to enter text. |
| 1. Black, Indigenous, People of Color (BIPOC) (including Asian, Black, Indigenous, Middle Eastern, Pacific Islander, multi-racial, Hispanic/Latinx and other non-white populations), and LGBTQ2IA+ young people, students, and families are overrepresented in homeless populations and underserved in housing and education systems. How would you use this funding to serve each of these communities equitably? Please be specific. ***(10 points)***   Click or tap here to enter text. |
| 1. What strategies and actions do you currently utilize to advance racial equity within your organization? ***(10 points)***   Click or tap here to enter text. |
| 1. How have you incorporated youth, student, and/or family voice throughout development and implementation of services, including but not limited to current/former participants, staff with lived experience, family or community advisory boards, and Youth Action Boards? How do you avoid tokenizing lived experts? ***(10 points)***   Click or tap here to enter text. |
| 1. Describe a time that your organization received critical feedback from a young person, student, or family in your program, how and when you responded, and any changes to policies, procedures, or practices that occurred because of it? ***(7 points)***   Click or tap here to enter text. |
| 1. How does your organization and/or program adapt and accommodate to ensure holistic services are provided to young people, students, and families, especially those who experience barriers due to disabilities; behavioral health limited English proficiency; surviving domestic, sexual, or family violence; or juvenile justice system involvement? ***(10 points)***   Click or tap here to enter text. |
| 1. What actions are you taking to hire, invest in, and retain staff at all levels that are reflective of the population(s) you serve? ***(8 points)***   Click or tap here to enter text. |
| ***If responding to the above questions via video, please insert Vimeo or YouTube link here. Video submission response to all Universal Questions must be no longer than 14 minutes total.***  Click or tap here to enter text. |

# PROGRAM QUESTIONS (REQUIRED, SCORED: 40 points)

**Answer questions relevant to your proposed program. Scoring will be based on equal distribution of 40 points. 250-word limit per response to each question.**

|  |
| --- |
| 1. Describe your proposed program design including staffing structure, hours of operation, service model, etc.   Click or tap here to enter text. |
| 1. Please describe how you will partner with local school(s) or school district(s) and describe what each partner’s role will be in your program.   Click or tap here to enter text. |
| 1. What outreach strategies will you implement to support students, unaccompanied homeless youth, and families? Please specify how you will do tailored outreach to the follow demographics: Black, Indigenous, People of Color, and those who may identify as immigrant and refugee, and LGBTQ2IA+ young people, students, and families.   Click or tap here to enter text. |
| 1. How will your program work to engage and connect students, unaccompanied youth and/or young adults, and families with education enrichment activities and support? (for example: tutoring, homework help, life skills, economic mobility, entrepreneurship, afterschool programming, attendance supports, engagement in school/district community events)   Click or tap here to enter text. |
| 1. Describe your experience working with students and/or families experiencing homelessness. How do you fit into the current eco-system that supports these populations? How will you utilize and strengthen existing partnerships or build new ones with schools, school districts, or other community-based organizations?   Click or tap here to enter text. |
| 1. Please describe your organization’s current relationship with Coordinated Entry (CE). How will the program engage with CE to meet the housing needs of students and families, including unaccompanied youth? How will you serve doubled-up students?   Click or tap here to enter text. |
| ***If responding to the above questions via video, please insert Vimeo or YouTube link here. Video submission response to all Program Questions must be no longer than 12 minutes total.***  Click or tap here to enter text. |
| **NOT SCORED**: Will the proposed project be ready for implementation on January 15, 2024? If not, what is needed and what is the expected start date for services?  Click or tap here to enter text. |

# EXHIBIT A. CERTIFICATIONS AND ASSURANCES (REQUIRED)

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the Department of Commerce without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that the Department of Commerce will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the Department of Commerce, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not be knowingly disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant the Department of Commerce the right to contact references and others who may have pertinent information regarding the ability of the Proposer and the lead staff person to perform the services contemplated by this RFP.
10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
11. I/we are not debarred from doing business with the state of Washington or the United States.

**I/We have reviewed the Contract and General Terms and Conditions and: (*CHECK ONE*)**

I/we are submitting proposed Contract edits. If proposed Contract edits are being submitted, I/we have attached them to this form. (*See Section 2.13*)

I/we are not submitting proposed Contract exceptions. (*Default if neither are checked*)

**On behalf of the Proposer submitting this proposal, my signature below attests to the accuracy of the above statement as well as my authority to bind the submitting organization.**

|  |  |
| --- | --- |
|  | |
| Signature of Proposer Date | |
|  | |
| Printed Name | Title |

*This form must be signed and dated by a person authorized to legally bind the applicant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Scanned completed forms and electronic signatures will be accepted.*

# EXHIBIT B. DIVERSE BUSINESS INCLUSION PLAN (REQUIRED)

Proposers are required to submit a Diverse Business Inclusion Plan with their proposal. In accordance with legislative findings and policies set forth in RCW 39.19, the state of Washington encourages participation in all contracts by firms certified by the Office of Minority and Women’s Business Enterprises (OMWBE), set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. Participation may be either on a direct basis or on a subcontractor basis. However, no preference on the basis of participation is included in the evaluation of Diverse Business Inclusion Plans submitted, and no minimum level of minority- and women-owned business enterprise (MWBE), Washington Small Business, or Washington State certified Veteran Business participation is required as a condition for receiving an award. Any affirmative action requirements set forth in any federal governmental rules included or referenced in the contract documents will apply.

The Department of Commerce has the following agency goals:

* 10% participation by Minority Owned Business
* 6% participation by Women Owned Business
* 5% participation by Veteran Owned Business
* 5% participation by Small Businesses

|  |  |  |
| --- | --- | --- |
| **Please answer the following questions:** | Yes | No |
| Do you anticipate using, or is your organization, a State Certified Minority Business? |  |  |
| Do you anticipate using, or is your organization, a State Certified Women’s Business? |  |  |
| Do you anticipate using, or is your organization, a State Certified Veteran Business? |  |  |
| Do you anticipate using, or is your organization, a Washington State Small Business? |  |  |

If you answered No to all of the questions above, please explain:

Click or tap here to enter text.

**Please list the approximate percentage of work to be accomplished by each group:**

|  |  |
| --- | --- |
| Minority: | **%** |
| Women: | **%** |
| Veteran: | **%** |
| Small Business: | **%** |

**Please identify the person in your organization who will manage your Diverse Inclusion Plan responsibility:**

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

**OPTIONAL NOT SCORED**

Include proof of certification issued by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE) if certified minority-, women-, or veteran-owned firm(s) will be participating on this project. For more information please visit: <http://www.omwbe.wa.gov>.

# EXHIBIT C. WORKERS RIGHTS CERTIFICATION (REQUIRED)

Contractor Certification  
Executive Order 18-03 – Workers’ Rights  
Washington State Goods & Services Contracts

*Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Department of Commerce is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.*

| Solicitation No.: | 24-46300-01 |
| --- | --- |

**I hereby certify, on behalf of the organization identified below, as follows (check one):**

No Mandatory Individual Arbitration Clauses and Class or Collective Action Waivers for Employees. This organization does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

Mandatory Individual Arbitration Clauses and Class or Collective Action Waivers for Employees. This organization requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

This organization certifies it has no employees.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the organization listed herein.**   |  |  | | --- | --- | | Name (Print full legal entity name of organization): | | | Signature of authorized representative: | Printed name of authorized representative: | | Title of authorized representative: | City and State Where Signed: | | Date: | | |

*Scanned completed forms and electronic signatures will be accepted.*

# EXHIBIT D. PRIOR BUSINESS/EMPLOYEES WITH WASHINGTON STATE (REQUIRED)

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Proposers should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

|  |
| --- |
| Has your organization or sub-grantees organization had any staff or governing board members that were or are currently employees of the state of Washington during the past 24 months?  No  Yes |
| If yes, please identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date (if applicable). |
| Has your organization or sub grantees organization contracted with the state of Washington during the past two (2) years?  No  Yes |
| If yes, please detail agency name, contract number, project description and/or other information available to help us identify the contract (*may attach as separate Excel file*). |
| Has your organization had a contract terminated for default in the last five years?**[[1]](#footnote-1)**  No  Yes |
| If yes, please detail the terms for default including the other party's name, address, and phone number. Present the Applicant’s position on the matter.**[[2]](#footnote-2)** (400-word limit) |
|  |

# EXHIBIT E: BUDGET PROPOSAL (REQUIRED)

Download Exhibit E: Budget Proposal spreadsheet from [bit.ly/2024-hssp-funding](https://bit.ly/2024-hssp-funding), complete, and submit with proposal.

# EXHIBIT F: SERVICE GRANT FORMAT WITH GENERAL TERMS AND CONDITIONS

See [Exhibit F: Service Grant Format with General Terms and Conditions](https://deptofcommerce.box.com/s/5qz7xrs1rf1xo5t2ytb5hqdu6hakxmb9) on the Department of Commerce website. This resource is for informational purposes only.

# EXHIBIT G: HSSP 2022-2023 GUIDELINES

See [Exhibit G: HSSP 2022-2023 Guidelines](https://deptofcommerce.app.box.com/file/611200845121?s=54h7qmp5md1pmatyu01o9g139ocnsbs9) on the Department of Commerce website. This resource is for informational purposes only.

# EXHIBIT H: GLOSSARY

See [Exhibit H: Glossary](https://deptofcommerce.box.com/s/93cyav0d3ktqpzaof8yzauruggvo73kr) on the Department of Commerce website. This resource is for informational purposes only.

1. Termination for default is defined as notice to stop performance due to the Applicant’s non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Applicant, or (b) litigated and such litigation determined that the Applicant was in default. [↑](#footnote-ref-1)
2. The Department of Commerce will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. [↑](#footnote-ref-2)