



---

## Request for Qualifications

### **Youth Homelessness Demonstration Project Rapid Rehousing Program (YHDP RRH)**

Applications Due  
September 26th, 2025 @ 5pm

## Request for Qualifications (RFQ) Information & Instructions

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>1)</b> | <b>What is a Request for Qualifications (RFQ) and what is the purpose of this RFQ?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |
|           | <p>RFQs are an opportunity to share qualifications of your agency to provide program and services as a subcontractor or subrecipient of Pacific County. For this RFQ, Pacific County is seeking qualified public, non-profit, for-profit, By and For, and private contractors to submit their qualifications and interest in providing services under the HUD Continuum of Care (CoC) Youth Homelessness Demonstration Project Rapid Rehousing Program (YHDP RRH) in Pacific County. More detail is provided in Appendix A- Programs &amp; Funder Information.</p>                                                                                                                                                                                                                                                                                          |  |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| <b>2)</b> | <b>Who is eligible to apply?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |
|           | Any entity eligible to do business in Washington State that can meet Pacific County liability insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |
|           | · States                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |
|           | · Public agencies (Instrumentalities of State or local governments)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |
|           | · Non-profit organizations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |
|           | · Tribal Governments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| <b>3)</b> | <b>If selected for a contract, what are the insurance requirements?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |
|           | <p>A certificate of insurance is required that shows coverage for the proposed services. The certificate shall name Pacific County as an additional insured for activities and include a cancellation notice that provides a thirty (30) day notice to the County if the policy is canceled or altered.</p> <p>Comprehensive general liability insurance coverage with a minimum combined single limit per occurrence of \$1,000,000 and a minimum of \$2,000,000 per aggregate is required. Depending on the proposed project, the County may require additional insurance coverage beyond the minimum. If the contractor is unable to meet the insurance minimums set forth, the contractor shall contact the County Risk Manager to discuss insurance options.</p>                                                                                       |  |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| <b>4)</b> | <b>When will decisions be announced?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |
|           | Applicants should expect to hear on or before September 30th, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| <b>5)</b> | <b>How much funding is available?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
|           | HUD CoC has awarded \$118,335 in YHDP RRH funding to Pacific County for the time period beginning October 1st, 2025 - September 30th, 2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| <b>6)</b> | <b>How &amp; when do I submit the RFQ and who do I contact with questions about the RFQ process?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |
|           | <p>and required attachments to be considered complete. Applications shall be submitted as one Excel file plus required attachments in PDF format. Please note, Pacific County limits receipt of emails to those that are 20 MB or less. If the total of files submitted exceeds 19.9mb, your email may be rejected by our server so please separate your application submission or upload the files into a Dropbox to ensure your submission is received. Applications must be complete to be considered. If you would like to receive a confirmation of receipt, please include that in the body of your email submission. Questions regarding the RFQ process can be submitted to the contact listed below. The complete application and all supporting materials must be received by email no later than <b>September 26th, 2025 @ 5pm (PST)</b> to:</p> |  |  |
|           | <b>Darian Sheldon, Housing Program Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                   |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------|
|           | <b>dsheldon@co.pacific.wa.us</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                   |
|           | <b>360-642-9300 ext. 2649</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                   |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                   |
| <b>7)</b> | <b>What is the decision making process and RFQ timeline?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                   |
|           | RFQs will be reviewed by members of the Pacific County Health & Human Services Advisory Board and Housing Manager who will make recommendations for awards to the Pacific County Board of County Commissioners (BOCC). The BOCC will make the final funding determinations. Pacific County, in its sole judgment, reserves the right to determine which proposals best meet the County's needs. The County retains the right to reject any or all proposals or to waive formalities with or without cause.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                   |
|           | RFQ Released                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | August 26th, 2025                 |
|           | <a href="https://us02web.zoom.us/j/78907841">RFQ Q&amp;A (via Zoom https://us02web.zoom.us/j/78907841)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | September 10th, 2025 @ 10-11:30am |
|           | RFQ Due (via email)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | September 26th, 2025 @ 5pm (PST)  |
|           | Applicants notified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | September 30th, 2025              |
|           | Contract period of performance begins                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | October 1st, 2025                 |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                   |
| <b>8)</b> | <b>What is the reimbursement process?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                   |
|           | Contract funding will be paid on a cost-reimbursement basis. On-going funding is contingent upon continued funding to the County and adequate progress toward project goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                   |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                   |
| <b>9)</b> | <b>Other guidelines.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                   |
|           | All RFQs submitted become the property of the County and will not be returned. It is understood and agreed that applicants claim no intellectual property rights to the ideas contained therein.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                   |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                   |
|           | <p>The Public Records Act, RCW 42.56, requires the County to release copies of certain documents to the public upon request. Applications and associated documents submitted to the County may be subject to a public records request. If the applicant in good faith believes that any of these documents contain trade secrets or other confidential information that are exempt from public disclosure, the applicant shall notify the County with the submission of the document. The County will also independently make a good faith review of documents subject to a public records request for statutory exemptions. If there is a request for a document submitted by the applicant that the County believes contains potentially exempt material, the County will notify the applicant before its release. However, by submitting any application, the applicant agrees to hold the County harmless and that the County is not liable for improper or illegal release of confidential information if the applicant did not notify the County of the confidential nature of the information prior to its release or if the release is conducted in accordance with the Public Records Act. The applicant agrees to hold harmless and to indemnify to the fullest extent of the law the County from third-party claims (such as from a subcontractor or others) for improper or illegal release of exempt information pursuant to a public records request for documents supplied by a applicant.</p> |  |                                   |

## Applicant Information

Organization Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Tax Id #: \_\_\_\_\_

UEI #: \_\_\_\_\_

UBI #: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fiscal Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

## Programs

*Indicated below all projects (listed in Appendix A) that you would like to be considered for:*

|  |                                                                                  |
|--|----------------------------------------------------------------------------------|
|  | Youth Homelessness Demonstration Project<br>Rapid Rehousing Program - YHDP (RRH) |
|  |                                                                                  |
|  |                                                                                  |
|  |                                                                                  |

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
| Staff & Organizational Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |  |  |  |
| 1) Describe your organizational structure and where the proposed project will fit within your organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
| 2) Describe current or past experience implementing similar projects. Describe experience managing government funds (state, local, and federal).                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
| 3) If awarded, how will your agency ensure the 25% Match requirement (24 CFR 578.73) is met for the program? Please identify what type of match that will be used (in-kind or cash).                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
| 4) This program provides rapid rehousing for young adults (ages 18-24) in Pacific and Wahkiakum counties who are at-risk of homelessness, literally homeless, and/or fleeing/attempting to flee domestic violence. Pacific County's project also prioritizes serving young adults that are that are involved in the criminal justice system or state mental health inpatient system.<br><br>If awarded, how will your agency work to connect with young adults (ages 18-24) that are involved in the criminal justice system or state mental health inpatient system ? |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
| 5) If awarded, please describe how your agency will ensure Wahkiakum young adults are being served through the program.                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
| 6) Describe the specific plan to coordinate and integrate with other mainstream health, social services, and employment programs for which program participants may be eligible.                                                                                                                                                                                                                                                                                                                                                                                       |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
| 7) Does your organization have fiscal policies and procedures that ensure compliance with applicable Pacific County and relevant Federal fiscal requirements (24 CFR 578)?                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
| 8) What is the agency's capacity to issue rental assistance and case management on behalf of participants?                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
| 9) Provide the total agency budget for your most recent fiscal year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |  |  |
| Total federal funding                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |  |  |  |

|                                                                                                                                                                     |  |  |                                                          |                                                        |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|----------------------------------------------------------|--------------------------------------------------------|--|--|
|                                                                                                                                                                     |  |  | Total all other funds                                    |                                                        |  |  |
|                                                                                                                                                                     |  |  | Total Agency Budget                                      | \$0.00                                                 |  |  |
|                                                                                                                                                                     |  |  |                                                          |                                                        |  |  |
| 10) Has your agency had any audit findings on your three most recent agency audits?                                                                                 |  |  |                                                          |                                                        |  |  |
|                                                                                                                                                                     |  |  |                                                          |                                                        |  |  |
|                                                                                                                                                                     |  |  |                                                          | If yes, please attached a copy of audit summary letter |  |  |
|                                                                                                                                                                     |  |  |                                                          |                                                        |  |  |
| 11) Does your organization have the applicable policies to meet HUD CoC 24 CFR part 578 guidelines? (i.e. Termination and Denial of Service, Confidentiality, etc.) |  |  |                                                          |                                                        |  |  |
|                                                                                                                                                                     |  |  |                                                          |                                                        |  |  |
| 132 Please attach the following documents to your application                                                                                                       |  |  |                                                          |                                                        |  |  |
|                                                                                                                                                                     |  |  |                                                          |                                                        |  |  |
|                                                                                                                                                                     |  |  | Organizational Chart                                     |                                                        |  |  |
|                                                                                                                                                                     |  |  |                                                          |                                                        |  |  |
|                                                                                                                                                                     |  |  | If nonprofit applicant: IRS 501(c)(3) evidence           |                                                        |  |  |
|                                                                                                                                                                     |  |  |                                                          |                                                        |  |  |
|                                                                                                                                                                     |  |  | Copy of most recent audit (if answered yes to #10 above) |                                                        |  |  |
|                                                                                                                                                                     |  |  |                                                          |                                                        |  |  |

## Appendix A- Program & Funding Information

Services provided under this RFQ will be funded by one or more of the sources. Services must be delivered in compliance with the requirements listed below.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                               |                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------|------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                               |                                                                  |
| <b>Program Youth Homelessness Demonstration Project Rapid Rehousing Program - YHDP RRH</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                               |                                                                  |
| <b>Description and purpose of funding source:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | <b>RCW, CFR, &amp; rules re. use of funds</b> | <b>Amount available</b>                                          |
| <p>The Youth Homelessness Demonstration Project (YHDP) aims to support young adults ages 18–24 who are experiencing homelessness, at risk of homelessness, and/or are fleeing/attempting to flee domestic violence in Pacific and Wahkiakum Counties.</p> <p>Rapid Rehousing (RRH) is a housing intervention designed to help individuals and families quickly exit homelessness and return to permanent housing. It typically includes short- to medium-term rental assistance and supportive services, such as case management, to help participants stabilize and maintain housing.</p> <p>This replacement project expands on the original YHDP program by broadening the eligibility criteria. While the original project only served young adults involved in the criminal justice system or state mental health inpatient facilities, the new version will prioritize—but not be limited to—serving:</p> <p>Young adults involved in those systems,</p> <p>Those experiencing homelessness,</p> <p>Those at risk of homelessness, and</p> <p>Those fleeing domestic violence.</p> |  | <a href="#">24 CFR 578</a>                    | <p>\$118,335</p> <p>October 1st, 2025 - September 30th, 2026</p> |