



Department of Commerce

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STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

REQUEST FOR PROPOSALS (RFP)

RFP NO. 17-46117-501

NOTE: If you download this RFP from the Department of Commerce website, you are responsible for sending your name, address, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP amendments or bidder questions/agency answers.

PROJECT TITLE: OFFICE OF HOMELESS YOUTH HOPE/CRC/SCRC FUNDING – Yakima, Benton, Franklin, and Walla Walla Counties

PROPOSAL DUE DATE: April 3, 2017– 4:00 P.M., Pacific Standard Time, Washington, USA.

E-mailed bids are accepted. Faxed bids will not.

BIDDERS WEBINAR: March 20, 2017 – 11:00 A.M. Pacific Standard Time, Washington. Register via <https://attendee.gotowebinar.com/register/3279999697625991683>.

ESTIMATED TIME PERIOD FOR CONTRACT: May 1, 2017 – June 30, 2019

APPLICANT ELIGIBILITY: This procurement is open to those applicants that satisfy the minimum qualifications stated herein and that are available for work in Washington State – Yakima, Benton, Franklin, and Walla Walla Counties only.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information for Applicants
3. Proposal Contents
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1. INTRODUCTION

1.1. PURPOSE AND BACKGROUND

The purpose of this request for proposals is to allocate resources that provide safety and stability to youth experiencing homelessness.

Background

Created in [2015](#), the Office of Homeless Youth Prevention and Protection Programs (OHY) leads the statewide efforts to reduce and prevent homelessness for youth and young adults.

Our vision:

Every family and youth in Washington state has the individualized support they need so that no young person has to spend a single night without a safe and stable home. Every community has services that are equitable, accessible, effective, responsive, and coordinated.

Our work is guided by a set of principles:

- Involve youth voice
- Advance approaches that are data-driven and evidence-based
- Promote accountability in all policies and programs
- Value experiences of youth and families
- Be reliable and responsive to wherever a young person is at in their experience of homelessness
- Be locally-focused and support the ability of youth to remain in their community
- Recognize that not all parents reject their kids and that not all kids can return home safely
- Promote services that are youth-centered and individualized
- Be culturally responsive and reflect the needs of local communities and individual youth
- Foster coordination between funding and systems
- Support an approach that is hopeful and believes in possibility
- Identify and eliminate gaps in services and funding

The Office of Homeless Youth provides oversight and management for HOPE Centers, Crisis Residential Centers, Street Youth Services, Young Adult Shelter, Young Adult Housing Program, and the Independent Youth Housing Program.

1.2. FUNDING OPPORTUNITY

The OYH has experienced a reduction in services in Yakima, Benton, Franklin, and Walla Walla Counties. This funding opportunity is intended to restore services in these geographic areas. Applicants with the requisite capacity may apply for HOPE and S/CRC services in any configuration. This application contains two distinct funding opportunities. Applicants may apply for one or both funding options through this single application.

<h3>1. Crisis Residential Center (CRC) and Secure Crisis Residential Center (SCRC)</h3>

Overview

The Crisis Residential Center and Secure Crisis Residential Center grants provide resources for emergency and temporary residence, assessment, referrals, and permanency planning service for eligible youth.

A CRC is a semi-secure facility operated in a manner to reasonably assure that youth placed there will not run away. Although youth have the ability to come and go at reasonable hours, staff may be required to accompany youth when they leave the center. Youth may reside in a CRC for no longer than 15 consecutive days per admission.

A SCRC facility must have locking doors, locking windows, or a secured perimeter, designed and operated to prevent youth from leaving without permission of staff. The facility can be located in or adjacent to a secure juvenile detention center or within a CRC. A juvenile detention center-based SCRC must be operated in a manner that prevents in-person contact between the residents of the center and persons held in such a facility.

Youth may reside in a non-detention SCRC for no longer than 15 consecutive days per admission. Youth may reside in detention SCRC for no longer than five consecutive days per admission.

Minimum requirements

- Grantees must have a facility that is licensed, or will be licensed, by the Department of Social and Health Services, Division of Licensed Resources, and be ready to provide services by May 1, 2017.
- Applicants who will not be ready to provide services by May 1, 2017 will be considered provided that a timeline and documentation are provided to guarantee that services will begin no later than July 1, 2017.
- Grantees must adhere to mandatory reporting requirements pursuant to RCW 13.32A.
- Grantees, other than detention based SCRC's, must use the Homeless Management Information System (HMIS) for data collection and reporting.
- Grantees must comply with all federal, state, and local nondiscrimination laws, regulations and policies.
- Grantees must not require youth to participate in a religious service as a condition of receiving program assistance.
- Grantees may not require payment from residents for services provided.

Eligible youth

Youth ages 12-17 who are in conflict with their family, have run away from home/placement, or whose health and safety is at risk. S/CRCs also serve as court-ordered placement options for truant youth.

See the CRC and SCRC Guidelines for further details on the program.

2. HOPE Center Services (HOPE)

Overview

The HOPE Center Services grant provides resources for temporary residence, assessment, referrals, and permanency planning services for eligible youth.

Youth may self-refer to a HOPE bed and may stay for up to 30 days. If a long-term placement option is not available, a youth's stay may be extended in 15-day increments up to an additional 30 days. A HOPE Center must be operated in a manner to reasonably assure youth will not run away. Youth may leave the center to attend school or other necessary appointments when accompanied by staff.

Minimum requirements

- Grantees must have a facility that is licensed, or will be licensed, by the Department of Social and Health Services, Division of Licensed Resources, and be ready to provide services by May 1, 2017.
- Applicants who will not be ready to provide services by May 1, 2017 will be considered provided that a timeline and documentation are provided to guarantee that services will begin no later than July 1, 2017.
- Grantees must adhere to mandatory reporting requirements pursuant to RCW 13.32A.

- Grantees must use the Homeless Management Information System (HMIS) for data collection and reporting.
- Grantees must comply with all federal, state, and local nondiscrimination laws, regulations and policies.
- Grantees must not require youth to participate in a religious service as a condition of receiving program assistance.
- Grantees may not require payment from residents for services provided.

Eligible Youth

Youth under age 18 who live outdoors or in another unsafe location not intended for occupancy by a minor, or who is not residing with his or her parent or at his or her legally authorized residence, or who, without placement in a HOPE center, will continue to participate in increasingly risky behavior. HOPE centers also serve as court-ordered placement options for truant youth.

See the HOPE Guidelines for further details on the program.

1.3. OBJECTIVES

While each program has its own purpose and unique set of objectives, there are several high-level goals we hope to achieve with this funding:

Address disparities

Youth of color and those that identify as LGBTQ are at greater risk of homelessness. In WA state, Black youth make up 24 percent of youth accessing housing services, yet only make up six percent of the state's population. In some regions, the disparities are more pronounced. In urban areas, such as King and Pierce Counties, the disproportionality is greater for Black youth. In rural areas, American Indian youth are over-represented. In Yakima County, American Indian youth represent 10 percent of youth accessing services, but only five percent of the population.¹

National studies show that LGBTQ youth represent 20-40 percent of the homeless youth population, but only 5-10 percent of the overall youth population.²

Organizations should strive to understand the demographics within their community and provide services that are accessible and responsive to the unique needs of youth marginalized due to their race, ethnicity, gender, or sexuality.

Provide comprehensive services

The Office of Homeless Youth is required to address youth homelessness through five priority areas. We will be looking for applicants that can provide these services to youth directly, or connect youth to these opportunities through partnerships with other entities.

1. *Stable Housing*- every youth has a safe and healthy place to sleep at night.
2. *Permanent Connections*- youth have opportunities to establish healthy relationships with adults.
3. *Family Reconciliation*- families are reunited when safe and appropriate.
4. *Education & Employment*- youth have opportunities to advance in their education or training and obtain employment.
5. *Social & Emotional Well-Being*- youth have access to behavioral and physical health care; services nurture each youth's individual strengths and abilities.

Provide low- barrier access to services

Where feasible, the OHY is interested in supporting housing and services that "meet youth where they are at" by allowing access to youth who may otherwise be turned away due to struggles with mental health challenges, drug or alcohol use, criminal backgrounds, or other factors. Serving the

¹ Noble, Courtney. Youth Homelessness Landscape in Washington, February 2016.

² Lurie, K. et al. (2015). Discrimination at the Margins: The Intersectionality of Homelessness & Other Marginalized Groups. Seattle, WA: Seattle University School of Law.

highest risk youth does not mean jeopardizing the safety of staff or other residents. We are interested in approaches to dealing with behavioral challenges that protect the safety of everyone without closing the door completely to youth in need of services.

Youth engagement and voice

In order to be effective at meeting the needs of youth who are on the streets, runaways, or at risk of homelessness, it is important that young people have a genuine voice in the services that are being delivered. When young people are included as decision makers, the organizations that serve them are better informed and equipped to meet their complex and unique needs. Furthermore, young people who feel valued are more likely to be invested in and increasingly take on leadership roles. Leadership opportunities empower young people and propel them towards successful outcomes. The OHY is interested in supporting housing and services that actively cultivate ways for youth to be involved and provide feedback at every level of an organization.

1.4. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about May 1, 2017 and to end on June 30, 2019. Amendments extending the period of performance, if any, shall be at the sole discretion of COMMERCE.

1.5. CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

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.

1.6. DEFINITIONS AND ACRONYMS

Definitions and acronyms for the purposes of this RFP include:

Apparent Successful Contractor – The applicant selected as the entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

Applicant – Nonprofit community/ neighborhood based organization, housing authority, local government, community action council, federally recognized Indian tribe, or regional or statewide nonprofit housing assistance organization interested in the RFP and that may or does submit a proposal in order to attain a contract with COMMERCE.

Contractor – Applicant whose proposal has been accepted by COMMERCE and is awarded a fully executed, written contract.

COMMERCE – The Department of Commerce is the agency of the state of Washington that is issuing this RFP.

CRC- Crisis Residential Center

Proposal – A formal offer submitted in response to this solicitation.

Proposer - Applicant that submits a proposal in order to attain a contract with COMMERCE.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the applicant community to suggest various approaches to meet the need at a given price.

SCRC- Secure Crisis Residential Center

1.7. ADA

COMMERCE complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

2. GENERAL INFORMATION FOR APPLICANTS

2.1. RFP COORDINATOR

The RFP Coordinator is the sole point of contact in COMMERCE for this procurement. All communication between the Applicant and COMMERCE upon release of this RFP shall be with the RFP Coordinator, as follows:

Name	Cheryl Bayle
E-Mail Address	youthhomeless@commerce.wa.gov
Phone Number	360-725-2997

Any other communication will be considered unofficial and non-binding on COMMERCE. Applicants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Applicant.

2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	March 14, 2017
Bidder's webinar Register via: https://attendee.gotowebinar.com/register/3279999697625991683	March 20, 2017 at 11:00
Proposals due	<u>April 3, 2017 at 4:00 PM PST</u>
Evaluate proposals	April 5, 2017
Announce "Apparent Successful Contractors" and send notification via e-mail to unsuccessful proposers	April 6, 2017
Hold debriefing conferences (if requested)	April 12 or 13, 2017
Negotiate contract	April 26-28, 2017
Anticipated contract start date	May 1, 2017

COMMERCE reserves the right to revise the above schedule.

2.3. ELIGIBLE APPLICANTS

The following agencies and organizations are eligible for funding: nonprofit organizations, housing authorities, local governments, community action councils, federally recognized Indian tribes, regional or statewide nonprofit housing assistance organizations, and private for-profit entities.

If proposing to subcontract with partners, the lead entity must have procedures in place to properly monitor and support sub-grantees.

Eligible agencies must comply with applicable federal, state, and local nondiscrimination laws and standards, including having non-discrimination hiring practices in place.

2.4. SUBMISSION OF PROPOSALS

The proposal must be **received by the RFP Coordinator** no later than 4:00 P.M. on **April 3, 2017**.

Proposals must be submitted electronically as an attachment to an e-mail to the RFP Coordinator, at the e-mail address listed in Section 2.1. Attachments to e-mail shall be in PDF format except for the budget worksheets that must be in Excel format. Zipped files cannot be received by COMMERCE and cannot be used for submission of proposals. The Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the Applicant to the offer. COMMERCE does not assume responsibility for problems with Applicant's e-mail. If COMMERCE's email is not working, appropriate allowances will be made.

Proposals may not be transmitted using facsimile transmission. Proposals that do not arrive at the specified email by the submission deadline will not be accepted. Proposals that do not follow the specified format and/or meet the submission requirements will not be reviewed.

Applicants should allow sufficient time to ensure timely receipt of the proposal by the RFP Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless COMMERCE e-mail is found to be at fault. All proposals and any accompanying documentation become the property of COMMERCE and will not be returned.

2.5. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of COMMERCE. All proposals received shall remain confidential until the Apparent Successful Contractor is announced; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Applicant is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Applicant has marked as "Proprietary Information," COMMERCE will notify the Applicant of the request and of the date that the records will be released to the requester unless the Applicant obtains a court order enjoining that disclosure. If the Applicant fails to obtain the court order enjoining disclosure, COMMERCE will release the requested information on the date specified. If an Applicant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, COMMERCE shall maintain the confidentiality of the Applicant's information per the court order.

A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

2.6. REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals, who have made the RFP Coordinator aware of their interest. Addenda will also be published on Washington's Electronic Bid System (WEBS). The website can be located at <https://fortress.wa.gov/ga/webs/>. For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the website.

If you downloaded this RFP from the Agency website located at www.commerce.wa.gov, you are responsible for sending your name, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP addenda.

COMMERCE also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.7. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis.

The established annual procurement participation goals for MBE is 10% and for WBE, 4%, for this type of project. These goals are voluntary. For information on certified firms, applicants may contact OMWBE at 360/753-9693 or <http://www.omwbe.wa.gov>.

2.8. COMPLAINT PROCESS

Applicants may submit a complaint to COMMERCE based on any of following:

- a) The solicitation unnecessarily restricts competition;
- b) The solicitation evaluation or scoring process is unfair; or
- c) The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to COMMERCE at any time prior to 5 days before the bid response deadline. The complaint must meet the following requirements:

- a) The complaint must be in writing;
- b) The complaint must be sent to the RFP coordinator in a timely manner;
- c) The complaint should clearly articulate the basis for the complaint; and
- d) The complaint should include a proposed remedy.

The RFP coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on WEBS. The Director of COMMERCE will be notified of all complaints and will be provided a copy of COMMERCE'S response. The complaint may not be raised again during the protest period. COMMERCE'S action or inaction in response to the complaint will be final. There will be no appeal process.

2.9. RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

COMMERCE also reserves the right at its sole discretion to waive minor administrative irregularities.

2.10. MOST FAVORABLE TERMS

COMMERCE reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Applicant can propose. There will be no best and final offer procedure. COMMERCE does reserve the right to contact an Applicant for clarification of its proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some, or all, of the

Applicant's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to COMMERCE.

2.11. COSTS TO PROPOSE

COMMERCE will not be liable for any costs incurred by the Applicant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP

2.12. NO OBLIGATION TO CONTRACT

This RFP does not obligate the state of Washington or COMMERCE to contract for services specified herein.

2.13. REJECTION OF PROPOSALS

COMMERCE reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.14. COMMITMENT OF FUNDS

The Director of COMMERCE or his delegate is the only individual who may legally commit COMMERCE to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

3. PROPOSAL CONTENTS

Proposals must be written in English and submitted **electronically** to the RFP Coordinator at youthhomeless@commerce.wa.gov in the order noted below:

- Certifications and Assurances (mandatory)
- Cover Sheets (mandatory)
- Organizational Overview (scored)
- Program-Specific Questions (scored)
- Commerce Application Survey (mandatory)
- Budget Worksheets (submitted as a separate Excel attachment) (scored)
- Supporting documents: (can be submitted as separate documents)
 - Organizational chart (mandatory)
 - Current year operating budget (sources and uses) (mandatory)
 - Most recent audit (mandatory)
 - Copy of license or application for license (mandatory)
 - Copy of grievance policy and procedures (mandatory)

Proposals must provide information in the prescribed order with the same headings. This will not only be helpful to the evaluators, but should assist the Applicant in preparing a thorough response.

Items marked “mandatory” must be included as part of the proposal for the proposal to be considered responsive; however, these items are not scored. Items marked “scored” are those that are mandatory and awarded points as part of the evaluation conducted by the evaluation team.

3.1. COVER SHEETS (MANDATORY)

The Cover Sheet (Section 1.1) must be completed and must indicate the programs being applied for. Indicate the requested funding amount and the minimum amount you would accept that would still ensure program feasibility.

3.2. CERTIFICATIONS AND ASSURANCES (MANDATORY)

The Certifications and Assurances form (Section 1.2) 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.

3.3. ORGANIZATIONAL OVERVIEW (SCORED)

The Organizational Overview (Section 1.3) reflects the overall philosophy and approach of the Applicant. This section must be completed in full in addition to questions related to specific funding requests.

3.4. PROGRAM- SPECIFIC QUESTIONS (SCORED)

The Program Specific Questions (Section 1.4) must be completed for each program and funding opportunity that is being applied for. **Questions related to programs and funding that are not being applied for do not need to be completed.**

3.5. BUDGET WORKSHEETS (SCORED)

Budget data should be entered using the budget worksheet in the provided excel file and submitted as a separate attachment along with the full application.

3.6. COMMERCE APPLICATION SURVEY (MANDATORY)

Survey questions (Section 1.5) must be completed by all Applicants regardless of the specific funding request.

3.7. SUPPORTING DOCUMENTS (MANDATORY)

Supporting documents must be submitted, where applicable. Documents may be submitted as attachments separate from the application materials.

1. Organizational chart
2. Current year operating budget (sources and uses)
3. Copy of most recent audit (if applicable)
4. Copy of license or application for licensing
5. Copy of grievance policy and procedures

4. EVALUATION AND CONTRACT AWARD

4.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by COMMERCE, which will determine the ranking of the proposals.

The RFP Coordinator may contact the Applicant for clarification of any portion of the Applicant's proposal.

4.2. EVALUATION SCORING

The following points will be assigned to the proposal for evaluation purposes:

Organizational Overview		80 points
Executive Summary	10 points (maximum)	
Experience & Philosophy	10 points (maximum)	
Staffing	10 points (maximum)	
Youth Engagement	10 points (maximum)	
Service Models	10 points (maximum)	
Comprehensive Services	10 points (maximum)	
Cultural Competence	10 points (maximum)	
Training	10 points (maximum)	
Program Specific Questions		100 points
Overview	20 points (maximum)	
Services	20 points (maximum)	
Facility	20 points (maximum)	
Accessibility/ Expectations	20 points (maximum)	
Readiness	20 points (maximum)	
<i>(Facility and Accessibility/ Expectations not applicable for SYS applicants without a drop-in center)</i>		
Completeness of application		5 points
Cost proposal		5 points
TOTAL POSSIBLE POINTS		190 POINTS

COMMERCE reserves the right to award the contract to the Applicant whose proposal is deemed to be in the best interest of COMMERCE and the state of Washington.

4.3. SCORING METHODOLOGY

Organizational Overview 10 points possible	Project Specific Questions 20 points possible	Scoring description
Marginal 0-3	Marginal 0-6	Zero (0) points given for not providing an answer; One (1) or more points given for an answer that is incomplete, lacks clarity, and does not provide assurance as to applicant's ability to perform the work proposed in the response.
Acceptable 4-7	Acceptable 7-13	Answer is clear, thorough, and provides reasonable assurance as to respondents' capacity to perform the work proposed in the response.
Optimal 8-10	Optimal 14-20	Answer is clear, thorough, and provides significant assurance as to respondent's capacity to perform the work proposed in the response. Answer provides examples and demonstrates a high level of expertise and capability.

ORGANIZATIONAL OVERVIEW

Application Component	Maximum Score	Scoring Considerations
Executive Summary	10	Response demonstrates alignment with the applicant's mission and values; the funding opportunity being sought is consistent with the vision of the organization and its plans for the future.
Experience & Philosophy	10	Response demonstrates that applicant has experience serving the population; understands the unique needs of youth and young adults; understands how their work fits into the larger regional efforts to address homelessness; understands how clients access their services and how to target their efforts to reach youth and young adults.
Staffing	10	Minimum standards for staff and volunteers are appropriate; evidence that staff are valued is reflected in organization's policies and benefits; approaches are taken to retain and support staff.
Youth Engagement	10	Youth are informed of their rights and expectations, processes and policies are in place to allow youth to participate in program planning, decision making, and providing feedback; youth are engaged in program planning efforts; opportunities for leadership are available and youth are supported in their leadership development.
Service Models	10	Response illustrates that applicant employs a variety of service models and has a strong understanding of what they mean and how to apply them. Applicant has an informed approach to serving sex offenders and young people who have experienced trauma, sexual exploitation, and human trafficking.
Comprehensive Services	10	Response describes applicant's ability to directly provide or connect youth to services in all 5 service areas in a coordinated fashion.
Cultural Competence	10	Response reflects applicant's understanding of local demographics, ability and experience in serving diverse communities, diversity of staff, volunteers and board.

Application Component	Maximum Score	Scoring Considerations
Training	10	Direct service staff receive a broad range of trainings relevant to serving youth and young adults. Leadership and management receive training on best practices and core components of the organization's mission and population served.
TOTAL POSSIBLE POINTS	80	

PROGRAM-SPECIFIC APPLICATION

Application Component	Maximum Score	Scoring Considerations
(SECURE) CRISIS RESIDENTIAL CENTERS		
Overview	20	Applicant demonstrates an understanding of the needs in the community and how requested services will address the need; understands the diverse needs of different regions within the service area; applicant has thoroughly described their program model and services
Services	20	Applicant has policies and procedures to handle referrals, entries, and exits; transition planning is conducted with youth; program plans to collaborate with local law enforcement, detention centers, and courts; system is in place to track lengths of stay; program provides or connects youth and family to reconciliation services.
Facility	20	Applicant demonstrates adequate facility capacity to accommodate beds; facility is structured to ensure safety and security of residents; facility layout is conducive to meeting the needs of youth.
Accessibility/Expectations	20	Services are accessible and accommodating to youth with a wide range of needs; rules and procedures protect safety and align with the program's design and purpose; rules and expectations do not arbitrarily hinder access to the program.
Readiness	20	Applicant has a thorough timeline to prepare for implementation and will be ready to provide services beginning Sept. 1, 2016.
HOPE CENTERS		
Overview	20	Applicant demonstrates an understanding of the needs in the community and how requested services will address the need; understands the diverse needs of different regions within the service area; applicant has thoroughly described their program model and services.
Services	20	Applicant has policies and procedures to handle referrals, entries, and exits; outreach efforts exist to attract self-referrals; transition planning is conducted with youth; system is in place to track lengths of stay; program provides or connects youth and family to reconciliation services.
Facility	20	Applicant demonstrates adequate facility capacity to accommodate beds; facility is structured to ensure safety and security of residents; facility layout is conducive to meeting the needs of youth.
Accessibility/Expectations	20	Services are accessible and accommodating to youth with special needs; rules and procedures protect safety and align with the program's design and purpose; rules and expectations do not arbitrarily hinder access to the program; rules and expectations support the individual developmental needs of youth by protecting safety while providing opportunities for youth to practice independence.
Readiness	20	Applicant has a thorough timeline to prepare for implementation and will be ready to provide services beginning Sept. 1, 2016.

OTHER SCORING COMPONENTS

Application Component	Maximum Score	Scoring Considerations
Completeness of application	5	All components of the application and proposal have been submitted.
Cost proposal	5	Proposed budget is reasonable given the service that will be provided.

4.4. NOTIFICATION TO PROPOSERS

COMMERCE will notify the Apparently Successful Contractor of their selection in writing upon completion of the evaluation process. Applicants whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

4.5. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Any Applicant who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Applicant Notification is e-mailed or faxed to the Applicant. Debriefing requests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington on the third business day following the transmittal of the Unsuccessful Applicant Notification. The debriefing must be held within three (3) business days of the request.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the proposal;
- Critique of the proposal based on the evaluation;
- Review of applicant's final score in comparison with other final scores without identifying the other applicants.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

4.6. PROTEST PROCEDURE

Protests may be made only by Applicants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed three (3) business days to file a protest of the acquisition with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 4:30 PM, local time, in Olympia, Washington on the third business day following the debriefing. Protests may be submitted by e-mail or facsimile, but must then be followed by the document with an original signature.

Applicants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Applicants under this procurement.

All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) COMMERCE'S assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by COMMERCE. The COMMERCE Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Applicant that also submitted a proposal, such Applicant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE'S action; or
- Find only technical or harmless errors in COMMERCE'S acquisition process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If COMMERCE determines that the protest is without merit, COMMERCE will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. GLOSSARY

Harm Reduction

Harm reduction is a set of practical strategies that reduce the negative consequences associated with drug use, including safer use, managed use, and non-punitive abstinence. These strategies meet drug users “where they’re at”, addressing conditions and motivations of drug use along with the use itself. Harm reduction acknowledges an individual’s ability to take responsibility for their own behavior. This approach fosters an environment where individuals can openly discuss substance use without fear of judgment or reprisal, and does not condone or condemn drug use. Staff working in a harm reduction settings work in partnership with tenants, and are expected to respond directly to unacceptable behaviors, whether or not the behaviors are related to substance use. The harm reduction model has also been successfully broadened to reducing harms related to health and wellness as well as many other issues.

Housing First

Housing first is a homeless system orientation designed to return homeless people to housing as quickly as possible without a “housing readiness” test, or other conditions to entering housing. Programs in a housing first homeless system empower homeless people to overcome barriers to obtaining permanent housing. A housing first system does not require that households spend time in a shelter or graduate from a transitional housing program in order to receive permanent supportive housing, although many households will enter housing from a shelter. In order to achieve a housing first system orientation, homeless housing units in the system must remove screening barriers and screen in homeless households, many of whom may have barriers that traditionally make it more difficult for them to rent in the private market.

Progressive Engagement

Progressive Engagement is a promising practice that recognizes that up-front assessment is not foolproof, and allows homeless programs to alter the amount of assistance to a household based on actual results rather than presumptions about need. Progressive engagement means that a program starts delivering a small amount of assistance initially (financial assistance, services, etc.) to each household, with the ability to add more assistance if re-assessment of the household indicates such a need. An initial assessment of strengths, needs and barriers informs the development of a client-driven jousting stability plan, but it is not expected that the initial assessment can reliably predict the amount or duration of services needed. Frequent re-assessment informs updates to the plan and the provision of assistance, as needed.

Trauma-informed care

An approach to engaging people with histories of trauma that recognizes the presence of trauma symptoms and acknowledges the role that trauma has played in their lives. Trauma informed care is grounded in an understanding and responsiveness to the impact of trauma that emphasizes physical, psychological, and emotional safety for both providers and survivors, and creates opportunities for survivors to rebuild a sense of control and empowerment. Trauma informed services seek to integrate knowledge about trauma into organizational policies, procedures, and practices and in a way that actively resist re-traumatization.

Recovery-Based Services

Recovery-based services in supportive housing emphasize the strengths of a person to recover and discover opportunities to increase household income and financial stability. Recovery services also assist a person/household to establish supports and to make the move out of supportive housing when they are ready.

Strength based

A strength-based approach is one that emphasizes people’s abilities and strengths over their problems or deficits. Strength based providers seek to understand and view their clients as resources to be developed rather than problems to be solved, recognizing each person’s ability to thrive despite adversity. Strength based programs look at the client’s talents, abilities, and desires and match those with meaningful opportunities that will help them grow in those areas. Strength based approaches

look at what internal and external resources people already possess to help them solve problems and overcome complex challenges. Strength based approaches can be integrated into many different service models, especially those that emphasize self-determination, being client centered, and individualizing services.

Voluntary Services

Flexible services designed primarily to help tenants maintain housing. Voluntary services are those that are available to but not demanded of tenants (one's housing is not dependent on participation in services), such as service coordination/case management, physical and mental health, substance use management and recovery support, job training, literacy and education, youth and children's programs, and money management. While services are not a condition of tenancy, providers may employ motivational interviewing and other techniques to engage clients in services.

Positive Youth Development

Positive Youth Development (PYD) is a philosophy and approach to working with young people that focuses on fostering a young person's innate resiliency through positive and supportive relationships with caring adults, who have an unconditional belief in a young person's ability to succeed, as well as access to meaningful opportunities that build on young people's strengths, interests, and abilities. Positive Youth Development prioritizes young people's internal growth over their external achievements. Successful PYD programs measure outcomes based on developmental factors such as a young person's sense of self-worth, belonging, and self-efficacy, as well as desire and ability to contribute, connect with others, and live independently.

Wraparound

Wraparound is a holistic approach by which intensive services are individualized to meet the complex needs of youth and their families. Wraparound aims to achieve positive outcomes by providing a structured, creative, and individualized team decision-making process that results in treatment plans that are more effective and relevant to youth and families. The Wraparound model puts youth and families at the center, placing emphasis on the youth and family's perspective, and honoring their values, beliefs, goals, and natural support systems. Wraparound services are strength based, and let the youth and family drive the team decision-making process. The Wraparound team is usually made up of friends, family, treatment providers, and other professionals invested in the youth and family's health and wellbeing.

6. EXHIBIT A: Sample Grant Agreement

Grant Agreement with

[[ContractorName]]

through

Community Services and Housing Division
Housing Assistance Unit
Office of Homeless Youth

Program

Start date: May 1, 2017

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Attachment A, Scope of Work

Attachment B, Budget

FACE SHEET

Grant Number: [[ContractNumber]]

**Washington State Department of Commerce
Community Services and Housing Division
Housing Assistance Unit
Program**

1. Grantee [[ContractorName]] [[ContractorAddress1]] [[ContractorAddress2]] [[ContractorCity]], [[ContractorState]] [[ContractorZip]]		2. Grantee Doing Business As (optional) [[DBAName]]	
3. Grantee Representative [[VendorContact]] [[VendorContactTitle]] [[VendorContactPhoneNumber]] [[VendorContactEmail]]		4. COMMERCE Representative [[CommerceManagerName]] [[CommercePhysicalAddress]] Program Manager [[CommercePhysicalCSZ]] [[CommerceManagerPhone]] (360) 586-5880 [[CommerceManagerEmail]]	
5. Grant Amount [[ContractTotalAmount]]	6. Funding Source Federal: State: Other: X	7. Start Date May 1, 2017	8. End Date June 30, 2019
9. Federal Funds (as applicable) N/A		Federal Agency: N/A	
		<u>CFDA Number</u>	
		N/A	
10. Tax ID # [[ContractorTaxId]]	11. SWV # [[ContractorNumber]]	12. UBI # N/A	13. DUNS # N/A
14. Grant Purpose COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant and attachments and have executed this Grant on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant are governed by this Grant and the following other documents incorporated by reference: CHG Application , CHG Guidelines (as they may be revised from time to time), and Grant Terms and Conditions including Attachment "A" - Scope of Work, Attachment "B" – Budget.			
FOR GRANTEE _____ Signature _____ Print Name and Title _____ Date		FOR COMMERCE _____ Diane Klontz, Assistant Director Community Services and Housing Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

**SPECIAL TERMS AND CONDITIONS
GENERAL GRANT
STATE FUNDS**

1. GRANT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Grant.

The Representative for COMMERCE and their contract information are identified on the Face Sheet of this Grant.

The Representative for the Grantee and their contact information are identified on the Face Sheet of this Grant.

2. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Grantee upon acceptance of services provided and receipt of properly completed COMMERCE invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly. Exceptions to the single billing per month (or quarterly) can be made by Commerce on a case-by-case basis.

COMMERCE may, in its sole discretion withhold payments claimed by the Grantee for services rendered if the Grantee fails to satisfactorily comply with any term or condition of this Grant.

No payments in advance or in anticipation of services or supplies to be provided under this Grant shall be made by COMMERCE.

Duplication of Billed Costs

The Grantee shall not bill COMMERCE for services performed under the Grant, and COMMERCE shall not pay the Grantee, if the Grantee is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subgrantees.

3. COMPENSATION

COMMERCE shall pay an amount not to exceed the amount shown on the Grant Face Sheet for the performance of all things necessary for or incidental to the performance of work as set forth in Attachment A - Scope of Work. Grantee's compensation for services rendered shall be in accordance with Attachment B – Budget.

4. ELIGIBLE USE OF FUNDS

Funding awarded under this Grant may only be used for eligible activities and expenses described in the XX Program Guidelines. These Guidelines are incorporated by reference.

5. INSURANCE

The Grantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the Grantee or Subgrantee/subcontractor, or agents of either, while performing under the terms of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. The insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation, non-renewal or modification.

The Grantee shall submit to COMMERCE within fifteen (15) calendar days of the Grant start date, a certificate of insurance which outlines the coverage and limits defined in this insurance section. During the term of the Grant, the Grantee shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

**SPECIAL TERMS AND CONDITIONS
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The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that any Subgrantee/subcontractor provide adequate insurance coverage for the activities arising out of subgrants/subcontracts.

Automobile Liability. In the event that performance pursuant to this Grant involves the use of vehicles, owned or operated by the Grantee or its Subgrantee/subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

Professional Liability, Errors and Omissions Insurance (*does not apply to Young Adult Shelter or Young Adult Housing Program grants*). The Grantee shall maintain Professional Liability and/or Errors and Omissions Insurance, as applicable to its scope of operations. The Grantee shall maintain minimum limits of no less than \$1,000,000 per occurrence, General Aggregate - \$2,000,000, to cover all activities by the Grantee and licensed staff employed or under contract to the Grantee. The state of Washington, its agents, officers, and employees need *not* be named as additional insureds under this policy.

Fidelity Insurance Every officer, director, employee, or agent who is authorized to act on behalf of the Grantee for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured or bonded to provide protection against loss:

- A. The amount of fidelity coverage secured pursuant to this Grant shall be \$100,000 or the highest of planned reimbursement for the Grant period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name COMMERCE as Additional Loss Payee.
- B. Subgrantees/subcontractors that receive \$10,000 or more per year in funding through this Grant shall secure fidelity insurance or bonding as noted above. Fidelity insurance secured by Subgrantee/subcontractors pursuant to this paragraph shall name the Grantee as Additional Loss Payee.

Employees and Volunteers

Insurance required of the Contractor under the Contract shall include coverage for the acts and omissions of the Contractor's employees and volunteers. In addition, the Contractor shall ensure that all employees and volunteers who use vehicles to transport clients or deliver services have personal automobile insurance and current driver's licenses.

Subcontractors

The Contractor shall ensure that all subcontractors have and maintain insurance with the same types and limits of coverage as required of the Contractor under the Contract.

Separation of Insureds

All insurance policies shall include coverage for cross liability and contain a "Separation of Insureds" provision.

Local Government Grantees that Participate in a Self-Insurance Program

Self-Insured/Liability Pool or Self-Insured Risk Management Program – With prior approval from COMMERCE, the Grantee may provide the coverage above under a self-insured/liability pool or self-insured risk management program. In order to obtain permission from COMMERCE, the Grantee shall provide: (1) a description of its self-insurance program, and (2) a certificate and/or letter of coverage that outlines coverage limits and deductibles. All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted Accounting

**SPECIAL TERMS AND CONDITIONS
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Principles (GAAP) and adhere to accounting standards promulgated by: 1) Governmental Accounting Standards Board (GASB), 2) Financial Accounting Standards Board (FASB), and 3) the Washington State Auditor's annual instructions for financial reporting. Grantee's participating in joint risk pools shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. The state of Washington, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

Grantee shall provide annually to COMMERCE a summary of coverages and a letter of self-insurance, evidencing continued coverage under Grantee's self-insured/liability pool or self-insured risk management program. Such annual summary of coverage and letter of self-insurance will be provided on the anniversary of the start date of this Agreement.

6. WASHINGTON STATE QUALITY AWARD

Washington State RCW 43.185C.210 (5) (a). Beginning in 2011, each eligible organization receiving over five hundred thousand dollars during the previous calendar year from sources including: (a) State housing-related funding sources; (b) the affordable housing for all surcharge in RCW 36.22.178; (c) the home security fund surcharges in RCW 36.22.179 and 36.22.1791; and (d) any other surcharge imposed under chapter 36.22 or 43.185C RCW to fund homelessness programs or other housing programs, shall apply to the Washington State quality award program for an independent assessment of its quality management, accountability, and performance system, once every three years.

Cities and counties are exempt from these requirements until 2018 unless they are receiving more than \$3.5 million annually from the sources cited above. [See 43.185C.210 (5) (a) and RCW43.185C.240(1)(b).]

For more information about WSQA visit their website at www.wsqa.net.

7. ORDER OF PRECEDENCE

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Grant Face Sheet
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget
- Program Guidelines
- Program Application, as revised

**GENERAL TERMS AND CONDITIONS
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1. DEFINITIONS

As used throughout this Grant, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Department of Commerce.
- C. "Grant" or "Agreement" means the entire written agreement between COMMERCE and the Grantee, including any Exhibits, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Grant, and shall include all employees and agents of the Grantee.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F. "State" shall mean the state of Washington.
- G. "Subgrantee/subcontractor" shall mean one not in the employment of the Grantee, who is performing all or part of those services under this Grant under a separate Grant with the Grantee. The terms "subgrantee/subcontractor" refers to any tier.
- H. "Subrecipient" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. It also excludes vendors that receive federal funds in exchange for goods and/or services in the course of normal trade or commerce.
- I. "Vendor" is an entity that agrees to provide the amount and kind of services requested by COMMERCE; provides services under the grant only to those beneficiaries individually determined to be eligible by COMMERCE and, provides services on a fee-for-service or per-unit basis with contractual penalties if the entity fails to meet program performance standards.

2. ACCESS TO DATA

In compliance with RCW 39.26.180, the Grantee shall provide access to data generated under this Grant to COMMERCE, the Joint Legislative Audit and Review Committee, and the Office of the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Grantee's reports, including computer models and the methodology for those models.

3. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Grant shall be made by COMMERCE.

4. ALL WRITINGS CONTAINED HEREIN

This Grant contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant shall be deemed to exist or to bind any of the parties hereto.

5. AMENDMENTS

This Grant may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

**GENERAL TERMS AND CONDITIONS
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6. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The Grantee must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

7. ASSIGNMENT

Neither this Grant, nor any claim arising under this Grant, shall be transferred or assigned by the Grantee without prior written consent of COMMERCE.

8. ATTORNEYS' FEES

Unless expressly permitted under another provision of the Grant, in the event of litigation or other action brought to enforce Grant terms, each party agrees to bear its own attorney's fees and costs.

9. AUDIT

A. General Requirements

Grantee's are to procure audit services based on the following guidelines.

The Grantee shall maintain its records and accounts so as to facilitate audits and shall ensure that Subgrantees also maintain auditable records.

The Grantee is responsible for any audit exceptions incurred by its own organization or that of its Subgrantees.

COMMERCE reserves the right to recover from the Grantee all disallowed costs resulting from the audit.

Responses to any unresolved findings and disallowed or questioned costs shall be included with the audit report. The Grantee must respond to COMMERCE requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

B. State Funds Requirements

In the event an audit is required, if the Grantee is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Grantee.

The Grantee shall include the above audit requirements in any subgrants.

In any case, the Grantee's records must be available for review by COMMERCE.

C. Documentation Requirements

The Grantee must send a copy of any audit report no later than nine (9) months after the end of the Grantee's fiscal year(s) by sending a scanned copy to auditreview@commerce.wa.gov or a hard copy to:

Department of Commerce
ATTN: Audit Review and Resolution Office
1011 Plum Street SE
PO Box 42525
Olympia WA 98504-2525

In addition to sending a copy of the audit, when applicable, the Grantee must include:

- Corrective action plan for audit findings within three (3) months of the audit being received by COMMERCE.
- Copy of the Management Letter and Management Decision Letter, where applicable.

If the Contractor is required to obtain a Single Audit consistent with Circular A-133 requirements, a copy must be provided to Commerce; no other report is required.

**GENERAL TERMS AND CONDITIONS
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10. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

- A.** “Confidential Information” as used in this section includes:
1. All material provided to the Grantee by COMMERCE that is designated as “confidential” by COMMERCE;
 2. All material produced by the Grantee that is designated as “confidential” by COMMERCE; and
 3. All personal information in the possession of the Grantee that may not be disclosed under state or federal law. “Personal information” includes but is not limited to information related to a person’s name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver’s license number and other identifying numbers, and “Protected Health Information” under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- B.** The Grantee shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Grantee shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Grantee shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Grantee shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Grant whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Grantee shall make the changes within the time period specified by COMMERCE. Upon request, the Grantee shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Grantee against unauthorized disclosure.
- C.** Unauthorized Use or Disclosure. The Grantee shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

11. CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the COMMERCE may, in its sole discretion, by written notice to the CONTRACTOR terminate this contract if it is found after due notice and examination by COMMERCE that there is a violation of the Ethics in Public Service Act, Chapters 42.52 RCW and 42.23 RCW; or any similar statute involving the CONTRACTOR in the procurement of, or performance under this contract.

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. The CONTRACTOR and their subcontractor(s) must identify any person employed in any capacity by the state of Washington that worked on the (YOUR PROGRAM NAME) including but not limited to formulating or drafting the legislation, participating in grant procurement planning and execution, awarding grants, and monitoring grants, during the 24 month period preceding the start date of this Grant. Identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date. If it is determined by COMMERCE that a conflict of interest exists, the CONTRACTOR may be disqualified from further consideration for the award of a Grant.

In the event this contract is terminated as provided above, COMMERCE shall be entitled to pursue the same remedies against the CONTRACTOR as it could pursue in the event of a breach of the contract by the CONTRACTOR. The rights and remedies of COMMERCE provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which COMMERCE makes any determination under this clause shall be an issue and may be reviewed as provided in the “Disputes” clause of this contract.

**GENERAL TERMS AND CONDITIONS
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12. COPYRIGHT PROVISIONS

Unless otherwise provided, all Materials produced under this Grant shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Grantee hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Grant, but that incorporate pre-existing materials not produced under the Grant, the Grantee hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Grantee warrants and represents that the Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Grantee shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Grant, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Grant. The Grantee shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Grantee with respect to any Materials delivered under this Grant. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Grantee.

13. DISPUTES

Except as otherwise provided in this Grant, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Director of COMMERCE, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the Grantee's name, address, and Contract number; and
- be mailed to the Director and the other party's (respondent's) Grant Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within five (5) working days.

The Director or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Grant shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

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14. DUPLICATE PAYMENT

COMMERCE shall not pay the Grantee, if the GRANTEE has charged or will charge the State of Washington or any other party under any other Grant, subgrant/subcontract, or agreement, for the same services or expenses.

15. GOVERNING LAW AND VENUE

This Grant shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

16. INDEMNIFICATION

To the fullest extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, agencies of the state and all officials, agents and employees of the state, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim" as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The Grantee's obligation to indemnify, defend, and hold harmless includes any claim by Grantee's agents, employees, representatives, or any subgrantee/subcontractor or its employees.

The Grantee expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to Grantee's or any subgrantee's/subcontractor's performance or failure to perform the Grant. Grantee's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

The Grantee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

17. INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent contractor relationship will be created by this Grant. The Contractor and its employees or agents performing under this Contract are not employees or agents of the state of Washington or COMMERCE. The Contractor will not hold itself out as or claim to be an officer or employee of COMMERCE or of the state of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Contractor.

18. INDUSTRIAL INSURANCE COVERAGE

The Grantee shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the Grantee fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, COMMERCE may collect from the Grantee the full amount payable to the Industrial Insurance Accident Fund. COMMERCE may deduct the amount owed by the Grantee to the accident fund from the amount payable to the Grantee by COMMERCE under this Contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Grantee.

19. LAWS

The Grantee shall comply with all applicable laws, ordinances, codes, regulations and policies of local and state and federal governments, as now or hereafter amended including, but not limited to:

Washington State Laws and Regulations

A. Affirmative action, RCW 41.06.020 (1).

B. *Boards of directors or officers of non-profit corporations – Liability - Limitations, RCW 4.24.264.*

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- C. *Disclosure-campaign finances-lobbying, Chapter 42.17 RCW.*
- D. *Discrimination-human rights commission, Chapter 49.60 RCW.*
- E. *Ethics in public service, Chapter 42.52 RCW.*
- F. *Office of minority and women's business enterprises, Chapter 39.19 RCW and Chapter 326-02 WAC.*
- G. *Open public meetings act, Chapter 42.30 RCW.*
- H. *Public records act, Chapter 42.56 RCW.*
- I. *State budgeting, accounting, and reporting system, Chapter 43.88 RCW.*

20. LICENSING, ACCREDITATION AND REGISTRATION

The Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

21. LIMITATION OF AUTHORITY

Only the Authorized Representative or Authorized Representative's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this contract is not effective or binding unless made in writing and signed by the Authorized Representative.

22. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Grant, the Contractor shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Contractor's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further Grants with COMMERCE. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

23. POLITICAL ACTIVITIES

Political activity of Contractor employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17A RCW and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

24. PUBLICITY

The Grantee agrees not to publish or use any advertising or publicity materials in which the state of Washington or COMMERCE's name is mentioned, or language used from which the connection with the state of Washington's or COMMERCE's name may reasonably be inferred or implied, without the prior written consent of COMMERCE.

25. RECAPTURE

In the event that the Grantee fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of this Grant, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Grantee of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Grant.

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26. RECORDS MAINTENANCE

The Grantee shall maintain books, records, documents, data and other evidence relating to this Grant and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grant.

The Grantee shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Grant, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

27. REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the Grantee shall complete registration with the Washington State Department of Revenue.

28. RIGHT OF INSPECTION

The Grantee shall provide right of access to its facilities to COMMERCE, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Grant.

29. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, COMMERCE may terminate the Grant under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

30. SEVERABILITY

The provisions of this Grant are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Grant.

31. SITE SECURITY

While on COMMERCE premises, Grantee, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

32. SUBGRANTING/SUBCONTRACTING

The Grantee may only subcontract work contemplated under this Grant if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Grantee shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Grantee to amend its subcontracting procedures as they relate to this Grant; (b) prohibit the Grantee from subcontracting with a particular person or entity; or (c) require the Grantee to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Grant. The Grantee is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Grant. The Grantee shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Grant. In no event shall the existence of a subcontract operate to release or reduce the liability of the Grantee to COMMERCE for any breach in the performance of the Grantee's duties. Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

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33. SURVIVAL

The terms, conditions, and warranties contained in this Grant that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Grant shall so survive.

34. TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the Grantee's income or gross receipts, any other taxes, insurance or expenses for the Grantee or its staff shall be the sole responsibility of the Grantee.

35. TERMINATION FOR CAUSE

In the event COMMERCE determines the Grantee has failed to comply with the conditions of this Grant in a timely manner, COMMERCE has the right to suspend or terminate this Grant. Before suspending or terminating the Grant, COMMERCE shall notify the Grantee in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Grant may be terminated or suspended.

In the event of termination or suspension, the Grantee shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement Grant, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the Grantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Grantee or a decision by COMMERCE to terminate the Grant. A termination shall be deemed a "Termination for Convenience" if it is determined that the Grantee: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Grant are not exclusive and are, in addition to any other rights and remedies, provided by law.

36. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Grant, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, COMMERCE shall be liable only for payment required under the terms of this Grant for services rendered or goods delivered prior to the effective date of termination.

37. TERMINATION PROCEDURES

Upon termination of this Grant, COMMERCE, in addition to any other rights provided in this Grant, may require the Grantee to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Grant as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Grantee the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Grantee and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Grant. COMMERCE may withhold from any amounts due the Grantee such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Grantee shall:

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1. Stop work under the Grant on the date, and to the extent specified, in the notice;
2. Place no further orders or subgrants/subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant that is not terminated;
3. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Grantee under the orders and subgrants/subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants/subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Grant had been completed, would have been required to be furnished to COMMERCE;
6. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
7. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Grant, which is in the possession of the Grantee and in which COMMERCE has or may acquire an interest.

38. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Grantee, for the cost of which the Grantee is entitled to be reimbursed as a direct item of cost under this Grant, shall pass to and vest in COMMERCE upon delivery of such property by the Grantee. Title to other property, the cost of which is reimbursable to the Grantee under this Grant, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Grant, or (ii) commencement of use of such property in the performance of this Grant, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Grantee shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Grant.
- B. The Grantee shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Grantee or which results from the failure on the part of the Grantee to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Grantee shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Grantee shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this Grant

All reference to the Grantee under this clause shall also include Grantee's employees, agents or Subgrantees/Subcontractors.

39. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Scope of Work

Scope of Work will be different for each contract.

Budget

Budgets will be different for each contract.