



King County Department of Community and Human Services



City of Seattle Office of Housing



Seattle Housing Authority



United Way of King County



Washington Families Fund

FALL 2011 REQUEST FOR PROPOSALS (RFP) FOR OPERATING SUPPORT, RENTAL ASSISTANCE & SUPPORTIVE SERVICES (ORS) FOR NEW AND EXISTING HOUSING APPLICATION GUIDELINES

DUE DATE

Wednesday, September 21, 2011 at 4:00 p.m. Pacific Daylight Time

Electronic and paper “Master Copy” submittals are due to King County Housing and Community Development Program, Attn: Kelli Larsen.

Faxed copies of the application will not be accepted.

Applications will not be accepted after this deadline.

CONTACT AND INQUIRIES

Kelli Larsen

Kelli.Larsen@kingcounty.gov | (206) 263-9260

King County Housing and Community Development

401 5th Avenue, Suite 510

Seattle, WA 98104

APPLICATION WORKSHOP

Tuesday, August 30, 2011, 1:00 – 3:00 p.m.

Location: NewHolly Gathering Hall, 7054 32nd Ave South, Seattle 98118

UPDATES AND MATERIALS

Information and materials related to this Fall 2011 RFP, including periodic updates and questions and answers received, are available online: <http://www.kingcounty.gov/socialservices/Housing.aspx>

TABLE OF CONTENTS

Summary	3
Overview	3
Background	4
Funding Sources	5
1. King County HHSF Document Recording Fees (HB 2163, 1359, and 2331) and CHG Pass Through	5
2. King County Mental Illness Drug Dependency Sales Tax Collections	5
3. King County Veterans and Human Services Levy.....	6
4. Seattle Housing Levy (Levy) - Operating & Maintenance (O&M) Program Funds	6
5. Seattle Housing Authority Housing Choice Vouchers.....	6
6. United Way of King County’s Campaign to End Chronic Homelessness.....	7
7. Washington Families Fund	7
Minimum Requirements.....	9
Applicant Information and Guidelines	10
Common Funding Priorities	10
Funding Uses.....	10
Eligible Applicants	12
Eligible Activities	12
Ineligible Activities	13
Definitions.....	13
Selection Process	20
Timeline	20
Evaluation and Review.....	21
Contracting	25
Contracting with King County DCHS	25
Contracting with the City of Seattle OH	28
Contracting with SHA.....	29
Contracting with UWKC	30
Contracting with WFF	30
Application Submission	31
Application Submission Instructions.....	31
Additional Information	32
Technical Assistance	32
Staff Contacts.....	34

SUMMARY

OVERVIEW

Approximately \$14.2 million in funding for operating support, rental assistance, and supportive services and up to 70 Housing Choice Vouchers are available from eight public and private fund sources through this competitive Request for Proposals (RFP) process. Sources include:

1. King County Department of Community and Human Services (DCHS) Homeless Housing and Services Fund (HHSF) Document Recording Fees HB 2163, 1359, and 2331; and Consolidated Homeless Grant (CHG) pass through: Up to \$7.4 million for operating support, rental assistance, and supportive services;
2. King County DCHS Mental Illness Drug Dependency (MIDD) Sales Tax Collections: Up to \$2 million for services;
3. King County DCHS Veterans and Human Services Levy (V-HS Levy): Up to \$1 million (\$300,000 dedicated to veterans and their families and \$700,000 for other homeless people in need) for operating support, rental assistance, and supportive services;
4. Seattle Office of Housing (OH) – Seattle Housing Levy Operating & Maintenance (O&M) Funds: Up to \$2 million for at least 63 units, not to exceed \$2,500 per unit per year for operating support;
5. Seattle Housing Authority (SHA): Up to 70 Housing Choice Vouchers;
6. United Way of King County (UWKC) Campaign to End Chronic Homelessness: Up to \$1 million for services; and
7. Washington Families Fund (WFF): Up to \$800,000 for services.

Applicant agencies may apply for funding for operating support, rental assistance, and supportive services to be linked to units of non-time limited housing for homeless individuals, families with children, and young adults 18 or older. Multi-year award commitments will be made for up to five years (SHA Housing Choice Voucher awards are written for an initial term of 15 years with five year renewals up to a maximum 40 year commitment). Seattle OH O&M subsidy contracts are written for a term of 20 years. To be considered for funding, applications must meet minimum eligibility criteria and clearly align with the goals of the Committee to End Homelessness' Ten-Year Plan to End Homelessness, the Veterans and Human Services Levy Service Improvement Plan, the Mental Illness and Drug Dependency Implementation Plan, or United Way of King County's Blueprint to End Chronic Homelessness.

In this coordinated funding RFP, applicants will submit one application for funds and are asked not to designate the fund source for which they are applying. Once proposals have been reviewed, the funders involved in the RFP will assign the appropriate funding source(s) to each project based on the specific population targets for the fund sources. Agencies will contract directly with the funder(s) from which the award is made. We welcome applications for all homeless populations and geographic locations in King County. Applications will be evaluated based on the strength of the proposal, need, and how the project addresses at least one of the Fall 2011 RFP "Common Funding Priorities".

Applicant agencies are welcome to submit applications for multiple projects. An agency collaborative or partnership may apply for funding, but there must be one designated lead applicant who will submit the application and hold contractual and reporting responsibilities with the funders. In the case of partnerships, where the lead agency is subcontracting for services, the partners must be identified and the specific roles and responsibilities of each of the partners must be clearly described in a partnership agreement.

Contracts for this Fall 2011 RFP will begin as early as January 1, 2012, though exact contract start dates will vary depending on the project and fund source. Priority for funds will go to those projects that will be up and running no later than December 31, 2012.

BACKGROUND

In 2006 local public and private funders began working to increase coordination for allocating funds to homeless housing and service projects. This coordination has resulted in aligned funding priorities and projects that are funded completely and can proceed as quickly as possible. In 2008, the Committee to End Homelessness in King County (CEHKC) Governing Board created the CEHKC Funders Group. The CEHKC Funders Group is responsible for developing and releasing the annual King County Combined Funders Notice of Funding Availability for Homeless Housing (Combined NOFA). The Combined NOFA facilitates the coordination needed in allocating capital, operating support, rental assistance, and supportive services funding throughout King County.

Through the Combined NOFA, the CEHKC Funders Group establishes system-wide priorities for local permanent homeless housing resources. Coordination efforts have resulted in aligned application forms and contracting processes; agencies now apply with one single application form for operating support, rental assistance and supportive services funds in King County, which is a phenomenal achievement. Funding applications are reviewed concurrently, and decisions are made jointly among the funding partners in order to ensure the achievement of aligned funding goals.

The application review team for the HHSF and related fund sources consists of staff representatives from all funding partners, as well as other key community partners in King County. The team is unique each year, but has included city planners from Bellevue, Redmond, Kent, Seattle and Renton, representatives from the Veterans and Human Services Levy Oversight Boards, representatives from the United Way Out of the Rain Impact Council and representatives from Building Changes. All participants of the review team read and rate funding applications and play a direct role in the decision-making process. Throughout this process, reviewers analyze the importance of funding projects that provide geographic and subpopulation diversity, in order to ensure that these funds are reaching homeless clients in need across King County.

Because each fund source has specific targets and requirements, staff of the CEHKC Funders Group matches appropriate funds to each project chosen through the review process, creating an all-inclusive funding package as needed for each specific project funded. Pre-approved permanent supportive housing capital projects receive a final allocation of operating and service funds through this coordinated process, well in advance of their opening date. This coordinated system has reduced uncertainty, and the time required to complete the funding package, so that projects can open their doors with all the services needed in place. Without the participation of all funding partners, it would not be possible for King County to fulfill the housing goals set forth in the Ten-Year Plan.

In the Fall 2011 RFP, approximately \$14.2 million is available for operating support, rental assistance, and supportive services from King County DCHS, City of Seattle OH, UWKC, and WFF through a coordinated funding round. Additionally, SHA will make up to 70 Housing Choice Vouchers available to be paired with supportive services. All funds aim to link people who are experiencing homelessness to housing and needed services, and create a clear pathway out of homelessness.

FUNDING SOURCES

There are seven fund sources featured in this coordinated RFP. Each has a different target population and allowable use. However, they all share one set of common priorities that will play a key role in award selection. Applicants are asked to: 1) clearly describe their project, 2) detail the amount of funds needed to operate the project (explain the funding gaps), and 3) articulate what the funds will be used for (for example, operating support for a building, rental assistance to make rents affordable for the target population, and/or supportive services). During the review process and before the final awards are made, funders will determine the final award amounts and which source(s) will be assigned to each project. Below are brief descriptions of the fund sources that are available through this application process.

1. KING COUNTY HHSF DOCUMENT RECORDING FEES (HB 2163, 1359, AND 2331) AND CHG PASS THROUGH

Up to \$7.4 million over five years in HHSF funds for operating support, rental assistance, and supportive services linked to non-time limited housing is available through this RFP. HHSF consists of three document recording fee surcharges approved by the Washington State Legislature in 2005, 2007, and 2010 (House Bills 2163, 1359 and 2331). The document recording fee dollars are used to help further the goals of the Ten-Year Plan to End Homelessness. The broad fund source priorities are set by the Committee to End Homelessness in King County (CEHKC) and further refined through the King County Combined NOFA planning process. King County will aim to fund projects countywide that serve a variety of homeless populations. All projects awarded HHSF funds will align with the goals of the Ten-Year Plan to End Homelessness in King County. Applicants can view King County's Ten-Year Plan at: <http://www.cehkc.org/plan10/plan.aspx>

2. KING COUNTY MENTAL ILLNESS DRUG DEPENDENCY SALES TAX COLLECTIONS

The MIDD Sales Tax Implementation Plan was approved by King County Council 2008. There is \$2 million over five years of MIDD funding available. The goals of this fund are to prevent and reduce chronic homelessness and unnecessary involvement in the criminal justice and emergency medical systems and promote recovery for persons with disabling mental illness and chemical dependency by implementing a full continuum of treatment, housing, and case management services.

The MIDD funds included in this RFP will be used for non-clinical services needed to help persons with disabling mental illness and/or chemical dependency maintain housing. The specific target populations for MIDD funds are: persons with mental illness and/or chemical dependency who are either currently enrolled in or eligible for treatment services in the publicly funded treatment systems administered by the Mental Health, Chemical Abuse and Dependency Services Division, or who are currently engaged in a MIDD-funded service program; and are either being discharged from Western State Hospital, local psychiatric hospitals, residential chemical dependency treatment programs, and King County or municipal jails, or are homeless or at risk of becoming homeless.

Applicants can view the Mental Illness and Drug Dependency Implementation Plan at:

<http://www.kingcounty.gov/healthservices/MHSA/MIDDPlan.aspx>

3. KING COUNTY VETERANS AND HUMAN SERVICES LEVY

The V-HS Levy was approved by King County voters in November 2005. The \$1 million over five years in V-HS Levy dollars included in this RFP will pay for operating support, rental assistance, and supportive services linked to non-time limited housing. A portion of the funds will go to projects serving homeless veterans and their families (\$300,000 for veterans and their families and \$700,000 for other homeless populations in need). Priority for the veteran-related funds will be given to projects that are serving veterans and their families and have a partnership with a veteran-serving agency, or a letter from an existing veterans' program or system stating intent to partner on the project. Applicants can view the Veterans and Human Services Levy Service and Improvement Plan at: <http://www.kingcounty.gov/operations/DCHS/Services/Levy/ServiceImprovementPlan.aspx>

4. SEATTLE HOUSING LEVY (LEVY) - OPERATING & MAINTENANCE (O&M) PROGRAM FUNDS

The Seattle Office of Housing (OH) administers the O&M subsidy program. The program provides operating support for Levy funded housing serving households with incomes at or below 30% of the median income. Funds are used to fill the gap between eligible operating costs and project income. Priority is given to Levy funded projects for which significant non-City operating or service funds have been secured and that serve homeless or other special needs populations requiring supportive services to maintain safe, stable living arrangements.

Funding is limited to projects funded through the Seattle Housing Levy-Rental Preservation and Production Program. Applications will be accepted from the following agencies for the projects designated below:

- Downtown Emergency Services (DESC) – Aurora Supportive Housing
- Low Income Housing Institute (LIHI) – 12th & Jackson
- Compass Housing Alliance (CHA) – Nyer Urness House

For more information on program details see City of Seattle 2009 Housing Levy Administrative and Financial Plan: http://seattle.gov/housing/levy/docs/Levy_A+F_Plan_2010-2011.pdf

5. SEATTLE HOUSING AUTHORITY HOUSING CHOICE VOUCHERS

The SHA is making available up to 70 Housing Choice Vouchers for new capital projects opening in 2012. Priority will be for new capital projects that provide supportive services to residents who need assistance to maintain a stable residence and satisfactory quality of life, especially those who are highly vulnerable. The approximate value of these subsidies is \$2.5 million over 5 years, however initial contracts will be written for 15 years with 5 year renewals up to a 40 year maximum contract term. Projects must be operational no later than December 31, 2012.

6. UNITED WAY OF KING COUNTY'S CAMPAIGN TO END CHRONIC HOMELESSNESS

The UWKC is making available up to \$1 million to be allocated through an initial commitment of up to five years for supportive services to assist individuals experiencing chronic homelessness to move into new permanent supportive housing. This includes frequent utilizers of emergency medical, sobering center and jail services in King County, visibly homeless individuals living on the street, and vulnerable individuals with high needs, including individuals living in shelters, encampments or vehicles. Supportive services include, but are not limited to intensive case management to address mental health, physical health, physical disabling conditions, chemical dependency, and employment and training opportunities.

The UWKC Campaign to End Chronic Homelessness will provide a total of \$25 million as long as 2021 to fund supportive housing related services for chronically homeless people in King County. To receive these funds, agencies must have been pre-approved through the UWKC Request for Qualifications process. The specific target populations for UWKC funds are: 1) chronically homeless persons who are high utilizers of emergency medical services, the sobering center, and jails, 2) visibly homeless individuals living on the street, and 3) vulnerable individuals with high needs living in shelters. Supportive services funded by UWKC will include such activities as: intensive case management, life skills, tenancy support, employment, and services related to mental health, physical health, physical disabilities, and chemical dependency. The initiative is primarily interested in those projects that will use Housing First and Harm Reduction strategies in permanent supportive housing, and strive to address racial inequities toward the goal of ensuring that the proportion of persons of color housed corresponds to the overall share of the chronic homelessness population. Applicants can view the UWKC Campaign to End Chronic Homelessness' Blueprint to End Chronic Homelessness in King County at:

<http://www.uwkc.org/assets/files/research-and-reports/blueprint-to-end-chronic.pdf>

7. WASHINGTON FAMILIES FUND

The WFF, led by Building Changes, was established by the Washington State Legislature in 2004 in response to the widespread and significant need for affordable housing and supportive services for families experiencing homelessness. The purpose of WFF is to expand the availability of service-enriched affordable housing for homeless families by providing stable long-term funding for housing-based services.

The eligible population to be served by the WFF is homeless families (with at least one child under the age of 18) and homeless pregnant women. Single individuals and households without minor children are not eligible recipients of services funded by the WFF. Family income must not exceed 30 percent of the area median income (AMI), as determined by the U.S. Department of Housing and Urban Development (HUD). Preference for WFF funding will go to projects serving families who are extremely low income (20 percent of AMI and below) for the area being served.

The High Level Service Model is intended for agencies that serve chronically homeless families that are experiencing co-occurring disorders and multiple barriers to housing that include: mental health issues, chemical dependency, domestic violence/trauma from violence, HIV/AIDS, families who are dealing with Child Protective Services (CPS), and serious criminal histories. This model's focus is on permanent supportive housing with intensive wrap-around services available to families. As with any WFF project, agencies will be looked upon to build or strengthen partnerships with other providers in their community.

For the “high level” services funding, WFF is asking agencies to address co-occurring barriers which typically include two (2) or more of the following:

- Mental health issues
- Chemical dependency issues
- History of violence or trauma
- HIV/AIDS/chronic health issues
- Serious criminal histories
- Family reunification

High Level Service Approach

Applicants must use a consumer-focused harm-reduction/housing-first approach. The WFF recognizes that families that have experienced long-term homelessness need a variety of services that go beyond the basic case management services that are provided for families with lower service needs. Agencies are encouraged to build upon or form partnerships in their community so that they can comprehensively address families’ diverse service needs. For the High-Level Services Model, the WFF assumes that agencies will have a caseload in the range of 1:7-10

Within the context of the populations that WFF is proposing to serve, providers should be prepared to determine how they will partner with other agencies in the community, as needed, to comprehensively address the following issues:

- Comprehensive, individualized case management
- Mental health services with a recovery orientation
- Substance abuse treatment with a co-occurring disorders approach
- Physical health care
- Post traumatic stress disorder and trauma services
- Domestic violence and/or sexual assault services
- Legal advocacy, including dealing with outstanding warrants and parole issues
- Transportation assistance
- Financial management
- Housing counseling
- Basic living skills
- Parenting skills
- Childcare
- Family reunification
- Job training/placement
- Educational advancement

The Washington Families Fund High Level Service Model is based the following service components:

1. Comprehensive and individualized case management and supportive services for families experiencing homelessness. Services must be available and provided to families residing in the housing identified as part of

the applicant's WFF-funded project. WFF encourages applicants to propose innovative service designs to promote family stability and self-sufficiency.

2. In addition to case management, WFF funds can be used for a range of services that are tailored to address the families' needs. These services may include literacy, assistance in domestic violence and other trauma supports, referrals to mental health and substance abuse treatment, financial management and basic living skills, childcare, transportation assistance, housing counseling, parenting skills education and training, and other supportive services identified to be an important link for housing stability. WFF funds may not be used to replace or supplant any current funding for services.

Projects must serve a minimum of ten (10) families in ten (10) housing units at any given time. There is no maximum number of housing units/families that can be applied for.

High Level Evaluation

Building Changes is working with an evaluation team to implement a comprehensive evaluation of the High-Level Services model. High-Level Service model grantee agencies will be required to participate in the evaluation as a condition of funding award. Additional funding is available to cover the additional expenses that grantees will incur in meeting the requirements of the evaluation (travel to evaluation trainings/meetings). The evaluation process will include site visits, participating in the client level and fidelity level data collection.

WFF will make resources available to provide technical assistance to agencies to ensure that evaluation tools are in place and agencies are able to complete contractual requirements. An evaluation team will also work with agencies on client follow up and fidelity assessments.

For more information on the WFF program requirements, the Eligible Housing Options, and the WFF Financing Model, refer to the Application Guidelines section titled "Contracting with WFF". For more information on the Washington Families Fund and Building Changes, visit their website at: <http://www.buildingchanges.org/>

MINIMUM REQUIREMENTS

In order to be considered for funding through this combined RFP for Operating Support, Rental Assistance, and Supportive Services projects must:

- Be located in King County, including Seattle, and serve people who are homeless;
- Be operational no later than December 31, 2012;
- Implement strategies that create a clear and coherent path for moving people from homelessness quickly into non-time limited housing;
- Provide a clear link between units of affordable housing and support services that are tailored to the individual needs of participants (with the goals of obtaining and maintaining non-time limited housing); and
- Clearly meet at least one of the 2011 "Common Funding Priorities".

Services funded through this RFP will need to meet the following standards, at a minimum: 1) provide a non-threatening and flexible approach to engaging and connecting people with services, 2) provide a level of support

that meets the individual needs of the person/household being served, recognizing that people experiencing homelessness have a wide range of service needs, 3) coordinate health and treatment needs with appropriate service providers, and 4) if needed, help link people to crisis intervention services.

APPLICANT INFORMATION AND GUIDELINES

COMMON FUNDING PRIORITIES

While each funding source included in this year's RFP targets a specific homeless population, there are two common funding priorities. They are:

1. Ensure that previously-funded capital projects opening their doors by the end of 2012 and capital projects that were funded through this combined RFP in 2006 (that are reapplying for funds this year) have sufficient operating or rental subsidies and appropriate levels of service funds to support the residents in housing;
2. Produce additional homeless housing units using rental assistance and services funds for housing with no time-limits on tenancy. Projects can be serving both low service need and high service need populations. Priority will be given to proposals in this category that can demonstrate cost effectiveness and maximize and leverage other housing and service fund sources not available through this RFP (e.g. Shelter Plus Care, Section 8, other City of Seattle, suburban city, or county funds, HUD McKinney, veteran's funding sources, the Housing Access and Services Program, Sound Families, Washington Families Fund, Medicaid, private fundraising, etc.).

Projects proposing to serve lower service need populations must show operating and service budgets that are appropriate to serving persons with lower service needs. Project sponsors must also demonstrate that units in this category will have a connection to the overall functioning of homeless system development, such as: a) creating opportunities for homeless households to be rapidly re-housed, moving as quickly as possible from temporary housing/shelter to non-time limited housing; b) establishing units in a capital project that can serve formerly homeless tenants that are ready to move from permanent supportive housing with intensive services to a less service-intensive environment.

Projects proposing to serve "chronically homeless" populations, who may have high service needs, should expect that funders in this RFP are looking at an acceptable combined operating and services cost range of approximately \$10,000 to \$12,000 per unit per year, and that the funds in this offering will not provide 100% of that cost per unit.

FUNDING USES

1. Funding for operating support, rental assistance, and supportive services for new non-time limited capital housing units in production. Services and housing units must be operational by December 31, 2012;
2. Non-time limited rental assistance or operating support in housing units not currently affordable to homeless people. Units can be newly constructed or existing.

3. Case Management support or other on-site support services linked to non-time limited affordable housing units not currently available to homeless people due to lack of funding for on-site service supports (units in nonprofit owned buildings or in the private rental market).
4. Support services funding for projects that received a combined RFP award for services in 2006 and whose contract expires in 2011 or mid-year 2012. (These projects are eligible to re-apply for funding in this round).

Please also **note** the following:

- Funders have launched the Client Care Coordination system for housing placement, in which high utilizers of hospitals, jails, shelters, and the Sobering Center, as well as chronically homeless and vulnerable street homeless persons with intensive service needs are matched with appropriate new and vacant permanent supportive housing units. Projects serving this population will be expected to participate in this system for either a portion or all of the units;
- In addition, a new effort is underway to create a coordinated entry system for homeless families pursuant to the finalization of Moving Forward, A Strategic Plan for Addressing and Ending Family Homelessness in King County. Once this initiative is implemented, it will be expected that projects funded through this RFP participate.
- Funders will give consideration to projects that utilize and align with existing homeless system initiatives such as the countywide Landlord Liaison Project.
- If projects that received 2060 buy-down funds from the Washington State Department of Commerce apply for additional funding under this RFP, applicants will need to provide a comprehensive plan/explanation of why such funds are needed.
- Funders are interested in receiving information from applicants regarding specific strategies they will use to improve their participation, data quality, and timeliness of reporting in Safe Harbors HMIS.
- Funders will also look at how the agency will utilize funding requested in light of other programs in which the agency participates, especially those agencies that participate in Shelter Plus Care, which the funders desire to be maximized to the fullest extent possible. Combined RFP funds for rental assistance are not to be used to support the rental assistance needs of households that could be supported with Shelter Plus Care for agencies with access to that resource.
- All housing units must meet housing quality standards as defined by HUD (see: <http://www.hud.gov/offices/adm/hudclips/guidebooks/7420.10G/7420g10GUID.pdf>). Regardless of the ownership model, reasonable assurances must be provided that the housing will remain affordable and designated for the target population for the term of the services contract.
- Funders will be looking for assurance that the supportive services and tenant selection criteria are appropriate for the target population(s). Projects will be evaluated based on their consistency between the target population proposed, the service model, and the management practices of the housing, such as tenant screening, lease terms, etc. For example, if a project is intended to serve homeless households with multiple barriers to non-time limited housing, the project should mitigate those barriers by providing lower threshold screening, a comprehensive service plan, and a plan for addressing ongoing landlord relationships in order to avoid, as much as possible, the cycling of residents back into crisis and homelessness.

- Applications will be given special consideration if the project is designed to help address barriers to accessing housing and services (especially those barriers that have a disproportionate impact on people of color and those households for whom English is not the primary language). Partnerships with community based organizations serving racially and ethnically diverse populations are encouraged. In particular, we encourage partnerships between agencies with large organizational capacity and those that are smaller and specifically or primarily serve and engage communities of color in ways often not achieved by larger agencies. Large agencies are encouraged to recognize that small, culturally focused agencies are often able to cultivate unique relationships with their clients, and are encouraged to partner with those agencies to provide referrals and access to housing opportunities.
- All applicants awarded funds must participate in the Safe Harbors Homeless Management Information System.

ELIGIBLE APPLICANTS

The following types of organizations are eligible to apply for funding:

- Nonprofit housing and/or supportive services organizations;
- Public housing authorities;
- Public development authorities; and
- Federally recognized Indian tribes in the State of Washington.

ELIGIBLE ACTIVITIES

Funding available through this RFP is intended to expand housing and service opportunities available for people who are homeless with housing barriers and service needs. Previously funded projects re-applying for funds this round must demonstrate a continued need for support services funding to keep residents housed (only projects that received a service award through the combined funding round in 2006, and whose contract expires in 2011 or mid-year 2012 are eligible to apply). If you are applying for funds to add capacity to an existing program, there must be evidence showing that the additional funding will increase project capacity to serve a new population and/or increase the number of homeless people served. Eligible activities include:

- Support services and service coordination (may include: nursing care, peer support, job readiness services, residential support services, non-clinical housing support services, etc.);
- Case management;
- Housing placement;
- Financial assistance to clients (may include: move-in assistance, household items, application fees, etc.);
- Non-time limited rental assistance; and/or
- Operating support.

INELIGIBLE ACTIVITIES

Funding cannot be used to:

- Add additional funding to an existing program without increasing the number of people who are served/housed, changing the project outcomes, or changing the population that is currently served (unless the project is a 2006 RFP funded re application for services funds);
- Fund homeless prevention activities;
- Fund mental health services, otherwise eligible to be paid for through the King County Regional Support Network; or
- Fund shelter-related costs or temporary/time-limited housing.

DEFINITIONS

A range of housing models and strategies are needed to address the diverse needs of homeless people in King County. As part of promoting awareness and discussion of successful models of housing, staff from several funders prepared the following definitions. These definitions are meant to be descriptive and to promote a common understanding of the use of key terms. The definitions may evolve over time and are not meant to establish absolute requirements or prohibitions in terms of the service models that applicants may propose in their applications. Applicants are encouraged to use the definitions to be clear about the population they plan to serve, the housing model they will use, and how the services will fit the needs of the anticipated project participants.

Housing Types

a. Non-time limited or Permanent Housing

Independent community-based housing that has no time-limit on tenancy or specific service requirement as a condition of tenancy, although services may be provided, depending on residents served. Residents hold rental agreements and can stay in the housing for as long as they choose and as long as they are in compliance with their rental agreement or lease. Note: Non-time limited Housing is also referred to in many of these definitions as “permanent housing”. The use of the word “permanent” does not imply an expectation or requirement that the tenant will stay in the unit indefinitely. “Permanent” means only that the housing is not artificially time-limited.

- i. Affordable Housing.** Non-time limited housing that is available to households with incomes less than 30%, 50% or 80% of area median income (AMI), also sometimes know as workforce housing. Housing projects may receive tax credits or other incentives in exchange for agreeing to set aside a certain number of units in the development for households with total incomes less than a particular percentage of AMI. Households must meet income requirements to be eligible for the units.
- ii. Permanent Supportive Housing.** Permanent rental housing for a household that is homeless or at risk of homelessness and has a condition or disability, such as mental illness, substance abuse, chronic health issues, or other conditions that create multiple and serious ongoing barriers to housing stability. Households have a long-term need for housing case management and services

in order to meet the obligations of tenancy and maintain their housing. Tenant holds a rental agreement or lease and may continue tenancy as long as rent is paid and the tenant complies with the rental agreement or lease. Tenants have access to a flexible array of comprehensive services, mostly on site, such as medical and wellness, mental health, substance abuse, vocational/employment, and life skills. Services are available and encouraged but are not to be required as a condition of tenancy. There is ongoing communication and coordination between supportive service providers, property owners or managers, and/or housing subsidy programs. Housing providers may need to relax screening criteria to serve many of the households in this category.

- iii. **Service Enriched Housing.** Permanent rental housing for homeless households with a lower level of service needs than those needing permanent supportive housing. Housing case management is offered, and many households will have only intermittent need for services, as the housing is designed for low-income and homeless people with a range of service needs. Some households may need individualized flexible services for a period of time, but do not need ongoing services to maintain housing long-term. Programs and services may be available on or off-site and promote personal and community asset building. Services are not required as a condition of tenancy.
- iv. **Subsidized Housing.** Non-time limited housing that is supported by a rental subsidy. Generally, the tenant pays 30% of their monthly income towards rent and utilities, and the other portion of the rent is paid by the subsidy up to a reasonable amount.
- v. **Transition in Place.** Allows households to initially stabilize in housing with intensive services, and for services to be reduced over time and eventually discontinued. Households can remain in the housing and convert the terms of their tenancy from temporary to permanent housing in the same unit or in a new unit in the same development. In most cases, there are a number of designated transitional units within a larger complex of primarily permanent units. Transition in place works only if there is a sufficient supply of affordable permanent units available to participants when their need for transitional housing services diminishes. Household income must be sufficient to pay the new rent amount or rental assistance must be offered.

b. Time-limited Housing

- i. **Transitional Housing.** Temporary housing that is time-limited, generally from three months to two years. Tenure is contingent upon participation in services, compliance with program rules, and compliance with tenancy. The goal of transitional housing is to provide the support needed for participants to become ready to “graduate” into permanent housing. Intensity and range of services provided varies among programs and should be appropriate for the target population served. Services may include case management, information and referral, life skills training, tenant education, and many others.
- ii. **Emergency Shelter.** Emergency Shelter is defined as temporary shelter from the elements and unsafe streets for homeless individuals and families. In Seattle-King County, shelter programs are either fixed capacity (facility-based) or flexible capacity (for example, hotel/motel vouchers). Emergency shelters typically address the basic health, food, clothing, and personal hygiene needs of the households that they serve and provide information and referrals about supportive

services and housing. Shelters range from mats on the floor in a common space to beds in individual units.

Supportive Services

A wide range of direct client services and assistance to people throughout the homeless housing continuum. Services may include such things as outreach and engagement, case management, information and referral, treatment, healthcare, employment, life skills training and housing stability.

- a. **Basic Services.** Limited services to help someone connect to needed community resources; information and referral. Services might also include limited financial assistance like bus tickets, food, and utility assistance.
- b. **Case Management.** Individually-tailored services provided in a client's home or at an office that are described in a mutually-agreed-upon plan of action to address multiple life challenges. Case Management Services may include such things as budgeting and money management, life skills training, linkage to community services such as legal assistance, assistance applying for public benefits, parenting and liaison with schools, domestic violence counseling and safety planning, assistance with housing applications, mental health counseling, etc. Individual service plans include goals related to greater self-sufficiency and stability. Housing case management is the same services that are linked specifically to housing, and are intended to promote housing stability.
- c. **Enhanced Property Management/ Front Desk Enhancement.** Property management activities that are enhanced in order to make the housing program effective for a special population. An example is the additional staffing required to operate a 24-hour front desk, a feature that is not necessary in a conventional apartment building but may be required to ensure tenant safety in a building serving chronically homeless individuals disabled by mental illness or chemical addiction.
- d. **Employment Services.** Services that help link clients to employment opportunities in the community through skill building, job training, job readiness classes, assistance with resume writing, employment search, supported employment, and direct connections and referrals to jobs and/ or job programs.
- e. **Health Care Services.** Medical and health related services that may include health screening, health education and illness prevention, testing, and treatment.
- f. **Landlord Liaison.** Housing Search services aimed at linking homeless clients to units of permanent housing. A landlord liaison provides a bridge between the client, the property manager/landlord, service providers working with clients, and in some cases an agency that is master-leasing units from the landlord. Services may include such things as identifying and securing available housing units, outreach to landlords, managing landlord incentives, providing subsidies or connecting with subsidy providers, facilitating or performing unit inspections, providing on-call service to landlords and connecting with service providers for clients in crisis, assisting with housing applications and advocating on behalf of clients to landlords, mediating and helping to resolve conflicts between a landlord and a client.
- g. **Linkage Services.** Provide clients with contact information and referrals to housing and needed services and resources in the community. The responsibility for following up on these referrals typically lies with the client, unless they are unable to on their own.

- h. Outreach Services.** Engagement with people who are not currently connected to community resources. Outreach services specifically target populations and/or geographic areas in order to identify and connect people to services and/or housing.
- i. Resident Services.** Property-based services that coordinate on-site activities and primarily provide information and referral to assist households in accessing services offered by third-party providers. Resident services promote personal and community asset building, such as After-school programs; Employment programs; Adult Education programs; Child Care; Community Safety, and Resident Leadership and may be available through referral and/or on site with at least one staff to coordinate and deliver services. Classes and activities based on residents' needs may be offered on site. Activities and services may include such things as after-school youth recreation and tutoring, ESL, parenting, nutrition and financial literacy classes, employment services, adult education and community building and engagement and eviction prevention.
- j. Treatment Services.** Therapeutic health, mental health, or substance abuse services that are provided by a licensed person/agency to a client. Services are geared towards the individual needs of the client and may be provided in housing, a treatment facility, or in a community health/mental health care setting.

Level of Services

The level of services provided varies depending on the population served and a person's ongoing need for support.

- a. High.** High level services are typically needed for someone residing in permanent supportive housing who will need services long-term in order to remain in housing. High level services would be described as intensive, comprehensive, readily available (on-site), and available long-term. Services are usually offered 24/7.
- b. Medium.** Medium level services are typically comprehensive for a period of time, but may taper off and even eventually go away as a person becomes stable in housing. Services will initially be readily available and provided onsite through regular case management visits (weekly or monthly depending on the need).
- c. Low.** Low level services are provided as needed in order to offer support to a household in transition that has a low need for services. They are typically time-limited, less frequent "check-ins," and may be provided on or off site.

Financial Assistance

Expenses paid by an agency on behalf of a client to cover such costs as move-in assistance, household items, application fees, emergency rent-assistance and other emergent needs.

Capital for Housing

Funding pays for the costs to develop housing. These costs may include construction, rehabilitation, acquisition and other associated development costs, such as capitalized reserves.

Operating Support

Assistance provided to a housing provider to pay the costs to run and operate housing that is affordable to households with very low incomes.

Rental Assistance/Housing Choice Vouchers

Subsidy paid to a Landlord on behalf of a specific tenant to pay for a portion of the tenant's rent. Generally, the tenant pays 30% of their monthly income toward rent and utilities, and the subsidy provider pays the remainder up to a reasonable amount. If the client has zero income, rental assistance may pay the entire rent amount to the landlord. Rental Assistance may be long-term (12 months and longer) or short-term (less than 12 months).

- a. **Tenant-based Housing Choice Voucher Set-asides or Agency-based Vouchers.** The Housing Authority signs a referral agreement with a service provider/agency. The agency may refer a specific number of applicants to the housing authority for whom they will provide services. The applicants receive tenant-based Housing Choice Vouchers and select where they choose to live from the private market. The Housing Authority then signs a Housing Assistance Payment (HAP) contract with the private owner, but only for the duration that the voucher holder is in residence.
- b. **Project-based Assistance.** The Housing Authority contracts with a housing owner. The subsidy is directly attached to a specific number of units in the owner's development. The term is typically fifteen years with five year renewals up to a maximum contract term of 40 years. The owner is required to have an MOU with a service provider and to ensure that tenants are provided the services they need.
- c. **Sponsor-based Assistance.** Under this model the Housing Authority contracts directly with a service provider. The service provider master leases units from one or more housing owners. The provider subleases these units to tenants and provides them with services. The Housing Authority funds the provider for the difference between the master lease rent and the tenant rent. This model provides the equivalent rental assistance to the Section 8 voucher program, but does so under the housing authority's "Moving to Work" authority.

Populations

- a. **Chronically Homeless Person - HUD Definition.** Chronically homeless as defined by HUD, is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as: (1) A disability as defined in section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder. The term "homeless" in this case means a person sleeping in a place not meant for human habitation (for example, living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.
- b. **Chronically Homeless Person/ Long Term Homeless - United Way Definition.** A chronically homeless person, as defined by United Way of King County's Chronic Homeless Initiative, is a person who

experiences long periods of time in emergency shelters and on the streets of King County due to multiple personal barriers to finding and maintaining housing. Many individuals may have one or more disabling conditions that contribute to personal barriers.

- c. **High-Utilizer.** Those persons diagnosed with mental illness and/or chemical dependency who are frequent users of emergency medical services, hospitals and/or the criminal justice system. High-utilizers are identified by the county sponsored high-utilizer coordinating group.
- d. **Homeless - King County Homeless Housing and Services Program.** A homeless person or household is someone who, on a particular day or night, does not have decent and safe shelter or sufficient funds to purchase a place to stay. This includes people who can provide proof of imminent housing loss or who are currently residing in homeless shelters or transitional housing.
- e. **Homeless Person - McKinney Act (42 U. S. C. 11302) Definition.** A homeless person is a person sleeping in a place not meant for human habitation or in an emergency shelter; and a person in transitional housing for homeless persons who originally came from the street or an emergency shelter.
- f. **Homeless Family.** One or more adults over the age of 18, a pregnant woman (18 years or older), or a legal caregiver with at least one child under 18, who is residing in the home or are in the process of reunifying with their parent or custodian. Parents who are in the process of reunifying with their children must demonstrate that there is a clear plan in place for the custody of the children to be restored.
- g. **Homeless Older Adult.** A homeless person aged 55 or over. Programs serving this population may be eligible for specific funding sources and/or may develop programming specific to the needs of this age group.
- h. **Homeless Young Adult.** Homeless persons ages 18 to 25 that may have been in an unstable housing situation for most of their lives, including involvement with the foster care system, and require services that are geared toward their individual developmental needs.
- i. **Homeless Youth.** Homeless persons under age 18, and for whom services are often dictated by Washington State guidelines. Services are typically geared towards their individual developmental needs.
- j. **Long-Term Homeless.** This term includes all people who have been homeless for long periods of time or repeatedly over long periods of time as evidenced by stays in the streets, emergency shelters, or other temporary settings, sometimes cycling between homelessness and hospitals, jails, or prisons. This definition intentionally includes a larger group of people than the HUD definition of chronically homeless, such as families, youth, partnered homeless people, and those who do not have a documented disability.
- k. **Person with a Disability - Social Security Definition.** A person who is determined to: 1) have a physical, mental or emotional impairment that is expected to be of continued and indefinite duration, substantially impedes his or her ability to live independently, and of such a nature that the ability could be improved by more suitable housing conditions; or 2) have a developmental disability, as defined in the Developmental Disabilities Assistance and Bill of Rights Act.
- l. **Person with Substance Use Issues.** A person who has problems resulting from a pattern of using substances such as alcohol and drugs. Problems can include a failure to fulfill major responsibilities and/or using substances in spite of physical, legal, social, and interpersonal problems and risks.

- m. Person with a Mental Illness.** A person with a mental illness is someone who has a psychiatric disorder that results in a disruption in a person's thinking, feeling, moods, and ability to relate to others.
- n. Veteran.** For projects receiving Veterans and Human Services Levy funds, a veteran is defined as any person who:
- Served in any branch of the armed forces of the United States, including the National Guard, the Coast Guard, and the Armed Forces Reserve; AND
 - Fulfilled the initial military service obligation, OR was called into federal service for at least 180 cumulative days; AND
 - Received the following characters of discharge: Honorable, Medical, Under Honorable Conditions (UHC).

National Guard, reserve member or service member is defined as any person who:

- Has been called up under Federal or State orders (including Article 10 or Article 32 activations); OR
- Is currently enlisted in the US Armed Forces; OR
- Is in the process of activation for duty; OR
- Is activated for duty; OR
- Is returning from duty; OR
- Has returned from duty in the previous 365 days.

Family members of veterans are defined as:

- A spouse or domestic partner of a veteran or service member, as defined above;
- A dependent of a veteran or service member, as defined above; a dependent must be the legal responsibility of the veteran or service member at the time of receipt of assistance.

Strategies

- a. Assertive Community Treatment (ACT).** ACT is a service-delivery model that provides comprehensive, locally based treatment to people with serious and persistent mental illnesses. Unlike other community-based programs, ACT is not a linkage or brokerage case-management program that connects individuals to mental health, housing, or rehabilitation agencies or services. Rather, it provides highly individualized services directly to consumers. ACT recipients receive the multidisciplinary, round-the-clock staffing of a psychiatric unit, but within the comfort of their own home and community. For homeless clients, this can mean providing services on the streets or in shelters. To have the competencies and skills to meet a client's multiple treatment, rehabilitation, and support needs, ACT team members are trained in the areas of psychiatry, social work, nursing, substance use, and vocational rehabilitation. (This definition is excerpted from the National Alliance for the Mentally Ill, www.nami.org).
- b. Graduation Beds.** Graduation beds refers to a strategy where residents of permanent, service-rich supportive housing, who no longer need high-intensity services of their existing building and who want greater independence, are given the option (and often assistance) to move into permanent affordable housing with less service supports. These clients will be supported throughout the shift to new housing and provided services on an as needed basis.
- c. 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 setting 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.

- d. **Homelessness prevention.** A set of strategies intended to assist people who are living in an unstable housing situation or facing a short-term housing crisis to remain in their current housing and not become homeless. Strategies include such things as outreach, information and referral, financial assistance, money management counseling and sometimes case management.
- e. **Housing First.** Housing first is a philosophical approach to permanent supportive housing that supports the direct provision of permanent housing to people who are homeless without a “housing readiness” test. There is no requirement that a household spend time in a shelter or graduate from a transitional housing program in order to receive permanent supportive housing, as above. In order to achieve “housing first”, such housing must remove screening barriers, screen in many households that have traditional barriers to renting, and remove certain tenancy rules that present barriers, such as a clean and sober requirement.
- f. **Rapid Re-Housing.** Rapid re-housing is a program for individuals and families who are experiencing homelessness and need temporary assistance in order to obtain housing. The goal is to house households as quickly as possible, and provide an appropriate level of support to help them retain housing permanently. These households have often experienced a temporary, sometimes severe, housing crisis that has de-stabilized their lives. They may have other service needs, sometime intense, but the Rapid Re-Housing services will focus more narrowly on housing stability. The intensity and duration of assistance will depend on the household’s prior experience in housing, and the status of their housing stability plan, but services are not long-term. Most households are able to achieve stable housing relatively quickly, even if longer-term or specialized assistance is needed from other community based resources.
- g. **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.

SELECTION PROCESS

TIMELINE

Fall 2011 RFP Timeline	
August 17th	Application materials available on the King County HCD

	website
August 30th	Applicant workshop
September 14th	Technical Assistance Deadline
September 21st	Applications due to King County, HCD
September – December	Application review process (Applicants may be contacted during this time for additional information)
By December 31st	Applicants will be notified of conditional funding awards and sources
January 2012	Contracts begin (contract start dates may vary depending on the project)

EVALUATION AND REVIEW

King County DCHS/Housing and Community Development Program (HCD) will facilitate an application review process for all applicants to this Fall 2011 RFP.

King County, City of Seattle, SHA, and UWKC Review Process

First, applications will be reviewed by DCHS/HCD staff for eligibility (projects must meet minimum requirements), completeness, and consistency with the Common Funding Priorities. Incomplete or ineligible applications will not be reviewed further. Applications that pass the threshold review will receive additional evaluation.

Second, King County staff will convene a Review Team to evaluate the proposals. The applications will be reviewed by a group that is consistent with conflict of interest rules and representative of diverse points of view. The review team will evaluate the proposals based on clear guidelines, and then will make funding recommendations to the approval entity for each fund source (the King County DCHS Director, the City of Seattle Office of Housing Director, the Director of SHA, and the UWKC Impact Council).

The review team reserves the right to recommend awards to lower scoring applications in order to ensure distribution of funds, geographic and population diversity, and to align funding sources with the other funders involved in the Fall 2011 Combined NOFA. Funders also reserve the right not to award all funds included in this RFP.

Finally, the funders involved in this RFP will determine the most appropriate funding source(s) for each recommended project. Please note that the award amount for individual projects may differ from the amount requested in the application.

WFF Review Process

The WFF application review process is completed by Building Changes staff and coordinated with King County. Applications are checked to determine if they were received before the submission deadline and to make sure they contain all required elements. At this time staff may contact applicants for clarification on proposal contents or to request missing elements.

Applications are read and evaluated on the following criteria:

- Project Description
- Community Need
- Project Timeline
- Organizational Capacity
- Budget
- Project Innovation
- Geography

The WFF has an obligation to fund programs throughout the state; geography will be taken into account as an element of the overall selection process.

Proposals that are the strongest will be selected for a site visit. Site visits are conducted by WFF staff, and when available, a Building Changes Board member may also participate.

Once site visits are completed, WFF staff will make final funding recommendations to the Building Changes Board of Directors. Executive Directors of applicant agencies will be notified regarding the status of their funding award by December 19, 2011.

Rating Criteria (100 possible points)

Proposals will be reviewed for completeness and rated according to the following criteria:

Criteria Category	Possible Points
Project Design	33
Project Readiness	15
Agency Capacity and Experience	15
Cultural Competency	15
Safe Harbors HMIS Data	7
Budget and Budget Narrative	15

Appeals Process for King County Funding

Grounds for an appeal:

An applicant may only submit an appeal on the following grounds:

1. Failure by DCHS to follow the procedures set forth in this RFP; and/or
2. Bias, discrimination, or conflict of interest on the part of a rater.

What the appeal must contain:

The applicant must state all of the facts, arguments, and ground(s) for the appeal in a letter. Include the following information in the appeal:

1. The ground(s) for the appeal;
2. A detailed and complete statement of the specific action that the applicant is appealing; and
3. A description of what relief or corrective action the applicant is requesting.

Applicants may attach additional documentation to support the appeal.

How to submit an appeal:

The applicant must submit an appeal in writing and it must be signed. The appeal must be sent by mail or hand-delivered to King County Housing and Community Development Program, Attn: Kelli Larsen, 401 5th Ave., Suite 510, Seattle, WA 98104. Appeals sent by mail, and faxed or e-mailed copies will not be accepted. DCHS/HCD must receive the appeal no later than five (5) business days after receipt of the funding notification letter.

How DCHS will review your appeal:

The appeal will be forwarded to the Director of DCHS, along with copies of the application forms, the applicant's proposal, the scoring sheets, and any other documents showing how the proposal was evaluated. The Director will conduct an objective review of the appeal based on the contents of the written appeal letter and the above materials.

The DCHS Director will send the applicant a written decision within five business days after the appeal letter is received, unless more time is required to review the appeal and make a determination. The DCHS Director will notify the applicant if additional time is necessary.

How DCHS will decide your appeal:

The DCHS Director will make a final determination of the appeal and will either:

1. Find that the appeal lacks merit and uphold DCHS's actions;
2. Find that any errors in the RFP process or in DCHS's conduct did not influence the outcome of the process and uphold DCHS's actions; or
3. Find merit in the appeal and provide options for corrective action by DCHS.

Appeals will only be considered if made on the grounds described in this section. DCHS will not conclude this RFP process until it has made a final determination of any appeal.

Appeals Process for WFF Funding

Grounds for an appeal:

Applicants may only submit an appeal for WFF funding on the following grounds:

Failure by WFF to follow procedures outlined in the 2011 Request for Proposal; and/or discrimination or conflict of interest on the part of a rater.

When to submit an appeal:

Appeals will be considered only at the time an applicant is notified they will not be moving to the site-visit phase of the selection process.

How to submit an appeal:

All appeals must be received in writing to the Executive Director of Building Changes within five business days of receipt of site visit selection notification.

Appeals may be mailed, faxed, e-mailed or hand delivered. Applicants should indicate the grounds for their appeal and a short description of why they are appealing.

Appeals should be addressed to:

Betsy Lieberman, Executive Director
Building Changes
2014 E. Madison, Suite 200
Seattle, WA 98122
Fax: (206) 322-9298
E-mail: Betsy@BuildingChanges.org

Review of an appeal:

All materials (application, score sheets, reviewer comments, supplemental materials) pertaining to the applicant along with the appeal letter will be given to Building Changes Executive Director for review. Building Changes Executive Director has the authority to have a new reviewer read and consider the application. Building Changes will have ten business days to review the materials and provide a written decision back to the applicant.

CONTRACTING

Agencies will contract directly with King County DCHS, City of Seattle OH, SHA, UWKC, and WFF depending on the fund source(s) they are awarded.

CONTRACTING WITH KING COUNTY DCHS

Agencies that are awarded King County funding will contract with King County DCHS/HCD. Contracts will begin on or after January 1, 2012. Please note that costs incurred prior to the contract start date will not be reimbursed. Contracts include conditions related to a number of Federal and State regulations and King County ordinances, including fair housing and nondiscrimination laws, which should be considered when planning your project.

The following items are only a few of the requirements. Please contact HCD staff if you have any questions or would like to obtain a complete list of the contracting requirements.

Reporting and Monitoring Requirements

Agencies will be required to submit regular and timely program invoices; and various monthly, quarterly, semi-annual and annual client data, demographics, service activity and outcomes reports.

Agencies will be expected to provide additional information, as needed, for project monitoring, management, and evaluation. DCHS will visit sites and maintain active contact with all agencies to provide technical support and assistance as needed.

Outcomes

DCHS intends to measure the following outcomes for funds included in the fall 2011 RFP:

- Short-term outcomes - improvement in access to housing and services in terms of the number of housing units made available to homeless people through operating support and rental assistance, and the number of persons receiving supportive services (including veterans);
- Medium-term outcomes - Stability of tenants in permanent housing, using indicators such as retention of permanent housing, reduced use of public services and expensive interventions, and tenants' perception of quality of life and well-being; and
- Long-term outcomes - As part of the CEH goal of ending homelessness, DCHS will work with the community at large, other public funders and the CEH to measure reduction in homelessness, reduction in the number of households that are severely cost burdened and at risk for homelessness and reduction in the percentage of homeless persons that are persons of color.

Homeless Management and Information System

Agencies receiving King County funding must participate in the Safe Harbors Homeless Management and Information System. King County will use the invoice process to ensure timely, accurate, and quality data is being entered into HMIS. Reimbursements will be paid for data that is accurate, timely and of high quality.

Fair Housing

King County DCHS/HCD affirmatively furthers fair housing and passes this duty on to our grantees. Subsequently, funded housing projects/units must further federal, state and local fair housing laws in both design and operation.

Design – Projects may not discriminate against or favor most protected classes under fair housing laws. Housing may only be legally restricted to family status (families with children under 18) and disability classes, depending on the source of funding applied to the project¹, and to seniors for projects that follow the Housing for Older Persons Act. This means that housing may not exclusively target a particular group or groups of the protected classes (i. e. African Americans, Asian Americans, Caucasians, men, women, singles, married couples, and adults – to the exclusion of families with children).

Housing units must be open to all and should only be restricted by the occupancy limits of the applicable code for the project location². Marketing plans should be broad and open to all persons, but may include marketing to populations that have a particular need for the housing. Housing may be targeted to unprotected classes such as homeless people or persons at low income levels.

Operations – Project managers should treat all protected classes the same with respect to access and services available to tenants, with the exception that persons with disabilities must be granted reasonable

¹ HHSF and V-HS Levy funds are local funds and may be used for housing for persons with disabilities and particular disability populations with evidence of need for an exclusive program.

² Exemptions may apply to group homes where bathrooms are shared for gender exclusion, such as women only.

accommodations in rules and practices if needed. Projects should have clearly stated fair housing policies for all tenants, including reasonable accommodation policies.

Services – In general for county funds, service providers may target and serve particular populations based on the expertise of the agency providing the services as long as the housing component of the project complies with fair housing laws. Service providers should be aware that they may have fair housing compliance issues if they are also the housing provider, or have a partnership with a housing provider that allows them to control access to housing units, and, as such, limit all or most of the housing units in a project to a particular group as noted above (for example, “single adults”³ or “single men”). In addition, there are some funding sources that will not allow targeted housing and services to a particular population, consequently, such a project may have a narrower choice of fund sources available.

Audit

Entities expending \$500,000 or more in direct or indirect Federal funding during their past fiscal year, including other forms of Federal financial assistance, shall have a single audit or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act Amendments of 1996 as implemented through the Federal Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations, as revised.

Entities expending \$300,000 or more in funding from all sources during their past fiscal year, including those expending less than the federal A-133 dollar threshold indicated above, shall be required to complete a consolidated financial statement audit. Such audit shall be performed by an independent certified public accountant and shall be conducted in accordance with the American Institute of Certified Public Accountants (AICPA) generally accepted auditing standards or other acceptable attestation standards. (Such entities may, with the prior approval by the DCHS Department Director or designee, substitute for the financial statement audit requirement by having a limited scope audit such as an agreed-upon procedures engagement, financial statement review, or other forms of financial reporting or representation certified by the agency’s board chair and executive director.)

Entities expending \$50,000 or more, but less than \$300,000 in funding from all sources during their past fiscal year, may satisfy the audit requirement by having an agreed-upon procedures engagement conducted by an independent certified public accountant in accordance with the AICPA Statements on Standards for Attestation Engagements. Such engagement may include a limited scope financial statement and/or internal control review. The specific procedures to be performed shall be agreed upon in advance by CSD and the contractor agency.

Insurance Requirements

Agencies will be required to provide evidence of general liability coverage and name King County as insured under their policy. Agencies that provide services by licensed professionals must also provide evidence of professional errors and omissions coverage. Agencies that transport clients in vehicles must also provide evidence of automobile coverage. The following minimum amounts of coverage are required with an insurer rated A: VIII or better by Best’s:

³ It is okay to target single adults for SRO units.

General Liability: \$1 million combined single limit per occurrence by bodily injury, personal injury, and property damage, and for policies with aggregate limits, a \$2 million aggregate limit.

Professional Liability, Errors, and Omissions: \$1 million (may be placed with insurer rated B+: VII).

Auto Liability: \$1 million combined single limit per accident for bodily injury and property damage.

Domestic Partner Benefits (non-discrimination in benefits)

King County law prohibits agencies from discrimination in the provision of employee benefits between employees with spouses and employees with domestic partners. Agencies must certify that they are compliant with this law. Agencies that enter into contracts valued at \$25,000 or greater with King County must provide benefits to domestic partners of their employees equivalent to the benefits provided to spouses of their employees. The law applies to all benefits that a contractor provides to employees because they have a spouse (for example, sick leave to care for a spouse) and all benefits offered directly to such spouses (for example, medical insurance). The law requires parity – in which an equivalent benefits package is offered to employees with domestic partners. However, this law does not require an agency to provide benefits to their employees or spouses.

CONTRACTING WITH THE CITY OF SEATTLE OH

In order to provide opportunities for as many projects as possible, maximum funding of \$2,500 per unit per year, for the initial full year of occupancy will apply this period. Sponsors will generally be required to demonstrate evidence of reasonable availability of a 100% match of project income for the O&M subsidy, from sources other than tenant rent payments. This match can be comprised of financial support, in-kind assistance, or the reasonable value of services provided by a third party entity on site. Section 8 subsidy and O&M subsidy may be combined for the same project to maximize the number of extremely low-income units, but subsidies from the two programs may not be combined to support operating costs of the same unit.

O&M subsidy contracts have a 20 year commitment. Projects receiving O&M subsidy will be eligible for annual increases, subject to OH approval and availability of funds in the O&M program, to cover increases in eligible costs or the annual funding gap. The OH Director may approve raising the per unit limit for a project if it is determined that additional support is necessary to make a project viable for a population with high service needs and the project would leverage above-average support from non-city sources.

Annual reviews

OH will conduct financial, management, operations, and maintenance reviews of projects receiving subsidy each year. OH will determine the subsidy amount on a year to year basis for the term of the contract.

For the annual review, the sponsor must provide:

- An annual report according to the terms of the OH loan agreement;
- Operating Budget projected for the next year based on current year 'actual expenditures';
- An actual financial statement, and audit, if applicable, for the project compared with the operating budget. The statement should include cumulative balances for replacement and operating reserves;
- Tenant Rent Roll including household incomes and rents charged for each unit (only units actually serving households with incomes less than 30% of area median income are eligible for subsidy);

- Capital Needs Assessment updates and details on major repair and maintenance work planned for the next year, if any, including an estimate of the work and source of funds;
- Examination of services outcomes and copies of service contracts; and
- A narrative report explaining how the subsidy received in the prior year and the subsidy requested for the next year will allow the sponsor to meet its commitment to serve extremely low-income households.

Subsidy payments and adjustments

Subsidy will generally be paid to projects on a quarterly basis. The amount and the conditions for providing subsidy will be negotiated between OH and the sponsor, and established in an annual contract amendment. The amount of subsidy paid each quarter will depend on the operating budget and cumulatively cannot exceed the approved annual amount. Sponsors will be required to provide quarterly financial reports.

Adjustments to the subsidy amounts prior to the annual review will only be made when it is determined by OH to be reasonable due to unforeseen circumstances if in the judgment of OH, there are sufficient uncommitted O&M funds to provide an increase.

A project that is showing a surplus at the end of the year may be (1) required to make repayment to OH or (2) make additional contributions to replacement reserves in the amount of the surplus, or (3) if reserve balances are deemed adequate, the surplus will be applied to the following year and reduce the O&M subsidy amount if OH deems that the need for additional subsidy is due to circumstances within the sponsor's control, such as low occupancy, then the sponsor may be required to provide a plan for corrective action before requesting a subsidy adjustment.

For complete program policies, see the O&M program section of the 2009 Housing Levy Administrative and Financial Plan: http://www.seattle.gov/housing/levy/docs/Levy_A+F_Plan_2010-2011.pdf

CONTRACTING WITH SHA

DCHS and SHA will review funding recommendations and decide which rental assistance funding source is most appropriate for each project. Tenant enrollment for Agency-based Vouchers, or construction for Project-based Vouchers must be completed no later than December 31, 2012. Applications that do not meet the minimum criteria for housing authority funding will not be awarded Housing Choice Vouchers (or other rental assistance) from the housing authority. The following will make a project ineligible for Housing Choice Vouchers:

- Projects with fewer than 10 units;
- Projects serving tenants that do not meet the housing authority's eligibility criteria and/or preferences;
- Projects outside the city limits of Seattle.

Projects that are conditionally awarded housing authority funding will be required to provide additional documentation prior to contracting. This documentation may include, but is not limited to: insurance verification, a management plan, fair housing statements, lead paint testing, and owner certifications. Projects may also be required to undergo further federal funding reviews including but not limited to: environmental, subsidy layering, relocation, Housing Quality Standards, poverty and/or minority concentration, and rent reasonableness.

The housing authority making the award will determine the subsidy model that is most appropriate for the project. The award may be one of the following types of assistance: Tenant-based Housing Choice voucher set-asides or Agency-based vouchers or Project-based vouchers. (See page 14 for descriptions of these subsidy models).

CONTRACTING WITH UWKC

Agencies awarded UWKC funds will need to comply with all UWKC contractual obligations, including outcome and client demographic data reporting, submission of an annual audit or financial review, and all other requirements. The UWKC funds will only be awarded to those applicants that were approved through the UWKC Request for Qualifications Process.

CONTRACTING WITH WFF

Agencies awarded WFF funding will contract directly with Building Changes/WFF. Projects must be operational no later than May 1, 2012.

Eligible Housing Options

While the WFF does not directly fund affordable housing, WFF is committed to leveraging its grant funds to increase the number of service-enriched affordable housing units available to homeless families statewide. Projects that receive WFF funds must demonstrate control and/or a commitment of affordable housing units to house the homeless families that will receive WFF-funded services for the full term of the award. Both new projects and existing housing units are eligible housing options.

WFF Financing Model

The WFF was designed around, and is promoting, a financing model that uses three independent financing elements to create a long-term, sustainable resource for the provision of support services to residents. At the same time, WFF is asking project partners to focus on supporting program participants to achieve positive outcomes. In order to be successful, this model may require a higher level of coordination and collaboration than project partners may have experienced in the past.

The three financing elements include:

- 1. The initial investment from WFF** to create a reserve fund that will be committed upfront and drawn down annually over five years for the High Level Service Model and over 10 years for the Moderate Level Service Model for the provision of eligible support services to project residents. WFF awards will be up to \$7,500 per unit/family, per year for the High Level Service Model, based on demonstrated project need. The WFF contribution cannot exceed one-half of the total cost of the proposed support service program.
- 2. Local matching funds** that will supplement WFF funding for services. WFF will provide up to one-half of the total supportive services budget. Match must be cash resources brought to the project for support services. In the case of a partnership, the lead agency is responsible for tracking the match for the partnership and ensuring that all match that is committed to the project goes to the project. In addition to matching cash investments, it is anticipated that projects will also secure in-kind service commitments; however, WFF does not view in-kind services as cash transactions and, therefore, cannot be considered a source of match.

- 3. A portion of the project's housing operations income** that is used specifically to supplement WFF services funding. This assumes that a portion of operating income will be applied to actual service expenditures on a monthly basis. This operations income would go directly to the service provider in order to fund the services within the unit and is considered a source of match for the project. There must be an agreement in place between the housing and service provider(s) committing a portion of the housing income to be paid directly to the service provider.

The WFF requires that all projects funded include financing elements 1 and 2—WFF and local matching funds. We recognize that there is variability across the state in the availability of resources that might be eligible for use as match. Applicants will be expected to secure some resources prior to submittal and should include a plan for obtaining additional matching funds. We are aware that this requirement may create a barrier to applying for some agencies. Strong applications that are not able to meet the 1:1 match requirement may still be considered for funding with additional fundraising benchmarks included in their contract.

While this three-part financing model is the WFF ideal, we recognize that not all projects will be able to apply a portion of operating income (element 3) to support service delivery. If this is the case, it should be clearly explained in the application how the match funding will be secured for the five years of the project. In all cases, applicants must clearly indicate the secured and proposed sources of income—including in-kind services—to be utilized in providing supportive services to program participants.

Grant Monitoring

Grantees will submit quarterly reports to Building Changes on the following:

- Project service activity and program changes
- Funding activity for WFF funds and matching fund commitments

Specific reporting requirements and performance measures will be included in the funding agreement with the grantee. Grantees will be expected to provide additional information, as needed, for project monitoring and management. Building Changes will visit sites and maintain active contact with all grantees to provide technical assistance and support as needed to make each project as successful as possible.

Technical Assistance

Building Changes/WFF is available for agency/partnership capacity building as well as providing assistance in developing and operating housing, employment, and support services.

APPLICATION SUBMISSION

APPLICATION SUBMISSION INSTRUCTIONS

All applications for this RFP will be sent to King County.

All applicants must submit:

- **One (1)** original paper copy (marked "Master Copy"), which includes: the application narrative, budget workbook, and the required attachments;

- **Four** (4) additional paper copies of the application, which includes: the application narrative and budget workbook; and
- **One** (1) electronic copy of the application narrative and budget workbook, provided either by disk or via e-mail (preferred).

Completed applications should be sent to King County Housing & Community Development Program (HCD) in the following ways:

- Via e-mail to: Kelli.Larsen@kingcounty.gov
- Paper copies (and disks) should be sent to:

**King County Housing & Community Development Program
Attn: Kelli Larsen
401 5th Ave., Suite 510
Seattle, WA 98104**

ADDITIONAL INFORMATION

- **All** applications must be submitted in both electronic and paper format, and are due to King County HCD no later than **4:00 p.m. Pacific Daylight Time on Wednesday, September 21, 2011;**
- Facsimile copies of application will not be accepted;
- Electronic versions of the proposal may be either sent to the e-mail address listed above;
- Both the application in electronic format and accompanying paper versions of the application package must arrive at the above location by the submission deadline in order to be considered for funding;
- Paper copies must be delivered to King County at the address listed above;
- Applications that do not arrive at the specified address by the submission deadline will not be accepted or reviewed;
- Applications that do not follow the specified format and/or meet the submission requirements will not be reviewed;
- Use a minimum of 11-point font and one-inch margins for all Word documents. Use a minimum of 10-point font for all Excel documents; and
- Do not use staples or any other fixed material to bind proposals (e. g. spiral binding). Binder clips are preferred, though plastic three-ring binders are also acceptable.

TECHNICAL ASSISTANCE

King County DCHS, City of Seattle OH, SHA, UWKC, and WFF will co-sponsor an Application Workshop at which technical assistance will be offered to applicants related to understanding and completing the Application. Applicants are encouraged but not required to attend. A summary of the question and answer session from the

Application Workshop and additional questions directed to HCD staff will be posted on the HCD website:
<http://www.kingcounty.gov/socialservices/Housing.aspx>

FALL 2011 APPLICATION WORKSHOP	
Date:	Tuesday, August 30, 2010
Location:	NewHolly Gathering Hall 7054 32nd Ave South Seattle, WA 98118
Time:	1:00 – 3:00 p.m.

Additional technical assistance may be requested from HCD staff until Wednesday, September 14th by noon. In order to maintain a fair and impartial competitive process, a list of questions and responses related to this RFP will be posted on the HCD website (see above). No further technical assistance will be provided after Wednesday, September 14th. Final questions and responses will be posted by close of business, Thursday, September 15th.

STAFF CONTACTS

Additional technical assistance may be requested from King County DCHS/HCD staff during the application period and a list of questions and responses related to this RFP will be posted on the King County Housing and Community Development (HCD) website: <http://www.kingcounty.gov/socialservices/Housing.aspx>

Questions regarding the application or requests for technical assistance should be directed to the following King County DCHS/HCD staff:

King County DCHS

Kelli Larsen

Phone: (206) 263-9260

E-mail: Kelli.Larsen@kingcounty.gov

For more information about Housing Choice Vouchers:

Seattle Housing Authority

Jodi Speer

Phone: (206) 239-1637

E-mail: JSpeer@seattlehousing.org

For more information about the United Way of King County Campaign to End Chronic Homelessness:

United Way of King County

Neil Powers

Phone: (206) 461-4934

E-mail: NPowers@uwkc.org

For more information about the City of Seattle Office of Housing Operating & Maintenance Program:

City of Seattle, Office of Housing

Sandra Igo

Phone: (206) 684-0214

E-mail: Sandra.Igo@seattle.gov

For more information about the Washington Families Fund:

Building Changes / Washington Families Fund

Kelly Smith

Phone: (206) 805-6135

E-mail: Kelly.Smith@buildingchanges.org

HCD staff can also be reached toll-free at 1-800-325-6165



**Sign language and communication materials
in alternate formats can be arranged
given sufficient notice by calling:
(206) 263-9260 or TTY: 711 (Relay service)**

