



King County

**2011 Request for Proposals (RFP) for
Time Limited Housing and Emergency Services**

Funding for Services, Operating Support, Rental Assistance, and Emergency Assistance for programs serving Homeless Families and Individuals

**Application and Guidelines
Clarifications, Corrections, Questions & Answers**

Updated & Re-Posted July 28, 2011

NOTE: See Application Guidelines for detailed overview and application instructions. Additional corrections, questions, and answers will be posted periodically. Final questions and responses will be posted by close of business, Thursday July 28th.

If your question is not answered, or if you have additional questions regarding this RFP please contact:

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No further technical assistance will be provided after Wednesday, July 27th at 12:00 noon.

Clarifications & Corrections

Updates as of Friday, July 22nd:

On budget Form 5, the budget narrative cell was locked so that you could not enter any information. This cell has now been unlocked.

Budget Form 6, Cell E11 had an incorrect formula. It is supposed to show the total 2012 revenue as entered directly below. It was displaying the total 2011 revenue. This problem has been corrected.

On page 14 of the Application Submission Instructions, under 'Additional Information' it states 'Plastic three-hole binders or binder clips are acceptable.' This has been changed to read, 'Binder clips or paper clips are acceptable.'

Updates as of Friday, July 15th:

The original RFP Application and Instructions were updated Friday, July 1st (originally posted Thursday, June 30th) because they contained an error on the day of the week due date. It originally read 'Tuesday, August 3, 2011.' This has been revised with the correct day, 'Wednesday, August 3, 2011.'

Page 5, under 'Ineligible Support Services' of the Application Guidelines, bullet two, has been changed from 'Support services without operating subsidies or rental assistance' to 'Support services in transitional housing programs without operating subsidies or rental assistance.

Page 10 in the RFP Guidelines, under Rating Criteria, 'HMIS Data Quality and Completeness' was eliminated and replaced with 'Technical Review.' The point value remains the same. The Safe Harbors threshold description and percentage range was also changed. It originally read, 'Safe Harbor unit 85 to 115% threshold met,' and was replaced with 'Safe Harbors unit utilization threshold met (80 to 120%).'

Criteria Category	Possible Points	
	New Programs	Existing Programs
Program Design	30	30
Agency Capacity and experience	15	15
Housing Outcomes	10	20
Budget	15	15
Technical Review	10	10
Maximum Points	80	90
Safe Harbors unit utilization threshold met (80 to 120%)	Yes / No	Yes / No

Page 6, Question 4 of the application instructions originally said 'Only answer question 5 if your program is specifically applying for the homeless veterans set aside funds'

This was changed to read, 'Only answer question 4 if your program is specifically applying for the homeless veterans set aside funds.'

Budget instructions for Form 4 in Operating Personnel has been corrected to read, 'In Column A, enter the title of every paid operating staff position working on this program.'

Domestic Violence emergency shelters do not need to complete Section G, Part 2 of the Family Homelessness Initiative Assurances.

Non-housing programs will not be penalized for lack of housing outcomes points. If your program is applying for short term (one time) Emergency Assistance that is not rent assistance or motel vouchers (i.e., transportation, food assistance, clothing, or medical please do not fill-out: Section B, #3-#4; Section C, #6, Chart A, or Sections E, F, or G.

Questions & Answers

Updates as of Friday, July 22nd:

Q. On the budget forms, it asks us to itemize our request by line item on each of the tabs. We don't have a particular allocation by line item we just have a funding gap to fill. How should we fill this out?

A. You divide it somewhat evenly on each line and explain in the narrative that there is not a particular line item allocation for the requested amount.

Q. On the budget, form 6, it asks us to list our other program revenues. We receive federal funding, but it is not McKinney or any the others listed there. How do we enter this?

A. You can write over any of the listed revenue programs with other names since the white cells are not locked. The funding program names listed there are suggestions.

Updates as of Wednesday, July 20th:

Q. On the operating personnel budget form 4, what is meant by off-site personnel?

A. Off-site personnel are staff that are not located on-site at the facility, but still provide direct support to the ongoing, daily operations of the program (i.e. maintenance personnel, program manager, staff who collect rent payments, etc.). In the "Total Program Cost" section of the budget you should only represent the cost of the off-site staff time attributable to the program for which you are requesting funds.

Q. We are applying for motel vouchers. On the cover sheet of the application under box Number 4, which proposed use of funds box should we check?

A. Motel vouchers are a type of emergency shelter. On the cover sheet of the application under box Number 4 you should check the "emergency shelter" box. In addition, since motel

vouchers are a specific cost please complete the Form 3. Emergency Assistance Budget to show your motel voucher costs. If you are also requesting staffing for the program, please complete Form 1. Support Service Budget to show your personal costs.

Q. Are move-in costs, such as first / last month rent and deposits, eligible uses under the Short Term Rental Assistance activity?

A. No. Short Term Rental Assistance is for prevention. The eligible uses are rent assistance (including rental arrears) and utility assistance.

Q. Under the guidelines, ineligible uses for Short Term Rental Assistance lists direct payments to individuals. What do you mean by that?

A. It means rental or utility assistance cannot be paid directly to the client requesting the assistance. Rent or utility assistance must be paid directly to landlord or the utility company.

Q. We are applying for emergency assistance funds. What budget forms do we need to complete?

A. For emergency assistance you need to complete budget form Number 3. If you are also requesting staff support under emergency assistance you will also need to complete form Number 1 - Support Service Budget. Indicate in the narrative section on form 1 that this is staff support for your emergency assistance program.

Updates as of Friday, July 15th:

Q: Can you tell me what fund sources are included in the RFP that may have been known under a different name?

A: This RFP includes the state Department of Commerce housing funds, which are being consolidated. This includes ESHP (formerly known as ESAP) and Families with Children Funds, as well as THOR funds. As of January 1, 2012, these programs will no longer exist.

Q: If our program was going to apply for shelter and transitional funds, would you apply for one or two programs?

A: You would submit two applications. Please contact us if you have questions about how to apply for your particular program(s).

Q: What about shelters at different physical locations or serving different populations?

A: If you have one program with multiple locations (i.e., same target populations, budget, staffing, etc.) you would submit a single application. If the shelters serve different populations, have different staffing configurations, and/or separate budgets, you would submit separate applications. Please contact us if you have questions about how to apply for your particular program(s).

Q: Can you clarify what you mean when you say 'facility.'

A: Facility-based programs own or lease a building, or scattered sites, and have operating costs. This is different from rental assistance or motel vouchers.

Q: Can we apply for both operating and rental assistance funding for the same program?

A: No.

Q: How much can a program charge for indirect costs?

A: Indirect costs are not an allowable operating expense under this RFP. The operating budget should not reflect indirect costs or overhead rates.

Q: Will all programs serving families with children applying under this RFP need to participate in Coordinated Entry and Assessment?

A: Participation in Coordinated Entry and Assessment (CEA) for Families at this stage of implementation refers to emergency shelters (vouchers and facility), transitional housing facilities and transitional rental assistance programs. This does not apply to confidential emergency shelter programs serving victims of domestic violence. At this phase, it also does not include emergency assistance activities such as: one time rental assistance, utility assistance, food banks, etc.

Q. When you say a portion of units are veteran set-aside units, what do you mean?

A. Veteran set aside units are units specially reserved in an emergency or transitional housing program exclusively for homeless veterans. Please read the "Homeless Veteran Set Aside" section of the application guidelines on page 8 for additional details.

Q: With reporting requirements, what is meant by service activity?

A: What a service activity is varies by type of program and would be specified in the contract. Service activities in current contracts may include things such as unit nights or case management hours.

Q: On the budget, do you want calendar year 2012 projected numbers?

A: Yes, please follow the instructions on the Excel budget spreadsheets.

Q: If a family or an individual has been housed in a transitional program for 2 years, would they be eligible for continued support with this new RFP?

A: No.

Q: Is there a set percentage or ratio for application requests in operations and support? What about a requirement for leveraged funds?

A: There is an overall minimum request of \$15,000 annually per program, but there is no maximum. There is no requirement to leverage a certain percentage of funds.

Q: Is there an overall percentage that you will allocate for certain activities?

A: No. Although some fund sources are designated for specific uses, there is no set percentage for the eligible activities under this RFP.

Q: Since some of the money included is federal money, are there additional requirements?

A: While some of the federal money may have a few additional requirements, there are no substantial differences between the requirements for federal and other funds included in this RFP. King County staff will consider such requirements when determining which projects are to receive which funds.

Q: On the budget under rental assistance, it asks for a monthly amount which calculates one year. What if the monthly rent amount fluctuates, or if we provide rental assistance for less than one year?

A: Please estimate the number of clients enrolled in an average month (or an average point in time) so that the total for the year calculates accurately. You may serve more total clients in a year than what is shown on the budget form.

Q: With respect to the data quality reports in Safe Harbors, will agencies be penalized for having de-identified data?

A: Whether data in Safe Harbors is identified or de-identified is not a scoring element for this RFP and does not affect the Safe Harbors participation threshold requirement.

Q: What if you are an organization that has never used Safe Harbors?

A: If your organization has not previously been required to use Safe Harbors, and you are otherwise identified for funding you will be required to meet with Safe Harbors within approximately three weeks of conditional award notification and schedule your participation to ensure that you are on Safe Harbors by January 2011. Your program will not be required to meet the Safe Harbors threshold standard. [See Guidelines, pages 8-9].

Q: My program is not in Safe Harbors. Will we be required to enter data retroactively?

A: No.

Q: If my program meets the Safe Harbors threshold standard for the August report, will there be a subsequent check in September?

A: No. If your program meets the standard of 80% to 120% of unit coverage on the given night, as of the August report, there will be no later measurement. It is only programs outside of this range as of August will be checked in September.

Q: Can you explain what the CDBG Consortium Cities are and what it means to show a direct benefit to those cities' residents?

A: The Consortium Fund is CDBG public service funds available to meet needs in Consortium cities and unincorporated King County. The Consortium Fund must serve a significant portion of residents of the following communities through the noted sub-regions:

North/East Sub-region is made up of the cities and towns of Beau Arts, Bothell, Carnation, Clyde Hill, Duvall, Hunts Point, Issaquah, Kenmore, Kirkland, Lake Forest Park, Mercer Island, North Bend, Redmond, Sammamish, Skykomish, Snoqualmie, Woodinville and Yarrow Point.

South Sub-region is made up of the cities and towns of Algona, Black Diamond, Burien, Covington, Des Moines, Enumclaw, Maple Valley, Pacific, Sea Tac and Tukwila.

The CDBG funds are only available to programs located in the County, outside of the City of Seattle. In your application for emergency shelter or CDBG emergency assistance, please describe how your program benefits residents of the King County Consortium cities and unincorporated King County.

Q: Does that CDBG allotment include funds to prevent eviction?

A: Yes, as stated on page 7 of the Application Guidelines, CDBG eligible emergency assistance uses includes legal services programs for the representation of low-income households in eviction proceedings.

Q: Some food banks do not participate in Safe Harbors, would they qualify?

A: Yes, food banks qualify for funding through this RFP under the King County CDBG Consortium set-aside. They will not be required to participate in Safe Harbors.

Q: Is food an allowable expense for emergency shelter programs?

A: Yes, food is an allowable cost under operating expense for emergency shelters.

Q: Since a portion of the points available are for housing outcomes, will exceptions be made for non-housing programs?

A: Non-housing programs will not be penalized. If your program is applying for short term (one time) Emergency Assistance that is not rent assistance or motel vouchers (i.e., transportation, food assistance, clothing, or medical) you are not required to complete: Section B, #3-#4; Section C, #6, Chart A, or Sections E, F, or G.