



King County

**King County Department of Community and Human Services
On behalf of the local Seattle-King County Continuum of Care**

**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 Guidelines

For the two-year funding period beginning January 1, 2012 through December 31, 2013

● **DUE DATE**

Wednesday, August 3, 2011, 4:00 p.m.

Electronic and paper "Master Copy" submittals are due to King County Housing and Community Development Program, Attn: Janice Hougen.

Faxed copies of the application will not be accepted.

Applications will not be accepted after this deadline.

● **CONTACT**

Janice Hougen / 206-263-9089

janice.hougen@kingcounty.gov

King County Housing and Community Development

Chinook Building

401 Fifth Avenue, Suite 500

Seattle, WA 98104

● **APPLICATION WORKSHOP**

Wednesday, July 13, 2011, 10:00 a.m. – 12:00 p.m.

Community Center at Mercer View, 8236 SE 24th St, Mercer Island

● **UPDATES AND MATERIALS**

Information and materials related to this 2012-2013 RFP including periodic updates and questions and answers as received are available online:

<http://www.kingcounty.gov/socialservices/Housing.aspx>

APPLICATION GUIDELINES

BACKGROUND

For the purposes of this RFP, King County is combining into one application process a number of fund sources to support emergency shelter and transitional housing facilities, transitional rental assistance, and emergency assistance. The RFP includes funds that King County has traditionally distributed, as well as new funds and funds previously awarded through other entities.

Agencies will apply through this single application for operating, supportive services, rental assistance, and emergency assistance for homeless people. Funding applications will be reviewed in a coordinated manner and award decisions made jointly by the funding partners.

There are eight fund sources featured in this RFP with varying target populations, eligible activities, and allowable uses associated with each fund source. During the review process and before final awards are made, King County staff will determine final award amounts and which source(s) will be assigned to each program.

FUNDING OVERVIEW

Approximately \$3.9 million in funding is available annually for the following activities: Services, operating support for emergency shelters and transitional housing programs; transitional rental assistance; and emergency assistance programs. Two year award commitments will be made with annual contracts. Funding sources include:

- **Consolidated Homeless Grant (CHG).** Consolidated Homeless Grant funds are made available to King County through the Washington State Department of Commerce (Commerce). Approximately \$2.1 million annually in CHG funds is expected to be available for operating and service supports for facility based transitional housing and shelter programs and transitional rental assistance and support services for homeless individuals and families. CHG consolidates under new guidelines what were formerly known as “THOR” (Transitional Housing Operating and Rent) and “ESH” (Emergency Shelter and Homeless Prevention).
- **Regional Affordable Housing Program Operating and Maintenance Fund (RAHP O&M).** RAHP O&M funds were created by the adoption of House Bill 2060 by Washington State in 2002 creating a document recording fee surcharge. Approximately \$700,000 annually in RAHP O&M funds will be available for operating support for facility based transitional housing programs and operating and service support for facility based emergency shelter programs.
- **Community Development Block Grant (CDBG).** CDBG funds are made available to King County through the U.S. Department of Housing and Urban Development (HUD). Approximately \$358,000 annually will be available in CDBG funds to support emergency shelter operations and services, as well as emergency assistance programs for King County Consortium cities.
- **King County Veterans and Human Services Levy (VHS Levy) and Revised Code of Washington 73.08.010 (RCW).** VHS and RCW funds are made available to emergency shelter and/or transitional housing programs to provide set aside beds with services for homeless veterans. Approximately \$355,000 annually in veteran funds will be available to support emergency shelter or transitional housing set aside beds for veterans.
- **Emergency Shelter Grant (ESG).** ESG funds are made available to King County through the U.S. Department of Housing and Urban Development (HUD). Approximately \$187,000

annually in ESG funds will be available to support emergency shelter operations and services for King County Consortium cities.

- ***Building Changes-Washington Families Fund - System Innovation Grant (SIG)***. SIG funds are made available in this RFP for rapidly re-housing families identified through Coordinated Entry and Assessment for families with children experiencing or at imminent risk of homelessness in King County. Approximately \$100,000 annually in SIG funds will be available. This will be combined with Homeless Housing and Services Fund dollars to support the implementation of the Family Homelessness Initiative. SIG funds will be contracted through Building Changes.
- ***King County Homeless Housing and Services Fund (HHSF)***. An annual allocation of \$100,000 document recording fees is made available to support the implementation of the Family Homelessness Initiative. This will be combined with SIG funds to support rapidly re-housing families identified through Coordinated Entry and Assessment for families with children experiencing or at imminent risk of homelessness in King County.

Applicants will submit one application per program for funding, and should not designate the fund source for which they are applying. The staff of King County Housing and Community Development will match the appropriate funding sources with each program that is recommended for funding. Funds will be assigned to a project based on the specific population targets, project types, activities, and geographic sub-regions. If you serve multiple eligible populations, be certain this is clear in your application narrative. One program could receive a combination of funds from more than one funding source. If an agency is requesting funding for multiple programs they must complete a separate application for each program. A program that has some units of transitional housing and some units of shelter must submit separate proposals for each type of unit.

PERIOD OF PERFORMANCE

Initial contracts for these funds will be for one year beginning January 1, 2012 through December 31, 2012. Contract continuation for January 1, 2013 through December 31, 2013 is contingent upon availability of funds and a program's success in meeting contract requirements in the fiscal year.

ELIGIBLE APPLICANTS

Eligible applicants for these funds include nonprofit organizations, housing authorities, or other public agencies.

OPEN TO NEW AND EXISTING PROGRAMS

This RFP is open to programs that are a continuation (currently operational) and new (not currently operational). All applicants must demonstrate sufficient readiness. Projects must be operational by January 1, 2012. If your project is a recent start up, you should elaborate on that in your proposal narrative. Approximately 25 percent of the grant award must be expended quarterly.

MINIMUM AWARD AMOUNT

The minimum annual funding award is \$15,000. There is no maximum award amount.

GEOGRAPHIC DISTRIBUTION

The geographic area covered by this RFP is all of King County, including Seattle. A subset of the funds, specifically the CDBG and RAHP O&M funds operate under inter local agreements, are restricted to specified geographic areas and have sub-regional allocation targets in order to achieve geographic equity in the distribution of these funds.

FUNDING PRIORITIES

- **Emergency Shelter.** Facility based emergency shelter programs that provide temporary, short term stays generally for up to 90 days.
- **Transitional Housing Facilities.** Facility based transitional housing programs that provide temporary, longer term stays, generally 90 days to 24 months.
- **Transitional Rental Assistance.** Rental assistance with support services for homeless families and individuals for no more than 24 months. This may be a transitional housing program or a rapid re-housing program.
- **Emergency Assistance.** One time assistance with basic needs for households who are homeless or at risk of being homeless.

ELIGIBLE ACTIVITIES

1. Emergency Shelter and Transitional Housing Facilities

Eligible Populations

- Homeless families and individuals. For transitional housing facilities, eligible households must be at or below 50 percent area median income.

Eligible Uses

Eligible Operations

- Heat, electricity, water, sewer, garbage
- Facility maintenance and janitorial
- Insurance
- Furnishings for units
- Security
- Communications (land line telephone / internet)
- Office supplies
- Marketing
- Accounting

Note: A portion of the overall funds also allow for the following:

- Lease or rent expense
- Expendable supplies such as food for clients
- Transportation (bus tokens for clients / fuel for a shelter van)
- Hotel/motel vouchers
- On site management
- Off site management

Eligible Support Services

- Case management, housing search and placement, outreach
- Data collection and entry
- Costs of criminal background checks of clients if necessary for housing
- Costs of urinalyses for drug testing of clients if necessary for housing

Ineligible Uses

Ineligible Operations

- Replacement or operating reserves
- Debt service
- Construction or rehabilitation of shelter or transitional housing facilities

- A large proportion of the funds does not allow for replacement of fixtures or systems designed for occupant comfort and safety such as HVAC, electrical or mechanical systems, sanitation, fire suppression, and plumbing. Fixtures also include but are not limited to kitchen cabinets, built in shelves, toilets, light fixtures, staircases, crown molding, sinks and bathtubs.

Ineligible Support Services

- Support service costs for facility based transitional housing serving individuals or households without children.
- Support services in transitional housing programs without operating subsidies or rental assistance.
- Direct client support services (such as childcare or GED classes) other than the cost of staff time for case management, housing search and placement and outreach

2. Transitional Rental Assistance

Note: Special emphasis will be given to programs that embrace the rapid re-housing model for homeless families and individuals, are interested in expanding or redirecting their current activities to rapidly re-house families with children and individuals, and can demonstrate the capacity and experience. Programs serving households with children will have the opportunity to implement this intervention to serve families through Coordinated Entry and Assessment by diverting families who are experiencing homelessness or at high risk of homelessness but have not yet entered the shelter system.

Eligible Populations

- Families with children who are homeless or who are at risk of becoming homeless and who have household incomes at or below 50 percent of area median income. For most of the funds available under this RFP, assistance must end once the household with children income surpasses 50 percent of area median income.
- Individuals or households without children who are homeless, or who are at risk of becoming homeless, and who have incomes at or below 30 percent of the area median income. For most of the funds available under this RFP, assistance must end once the individual household or household without children income surpasses 30 percent of area median income.

Eligible Uses

Eligible Rental Assistance

- Monthly rent and utilities, including first and last month's rent.
- Security and utility deposits for move-in, including moving to permanent housing.
- Reasonable costs for credit checks, storage costs, landlord incentives, truck rental.
- Up to 3 months of rental arrears if the payment enables the household to remain in the housing unit for which the arrears are being paid or to move to another unit.
- There must be a lease (or rent agreement) which may be between the Grantee and the landlord or the household and the landlord.

Eligible Support Services

- Case management, housing search and placement, outreach
- Costs of criminal background checks of clients if necessary for housing
- Costs of urinalyses for drug testing of clients if necessary for housing

Ineligible Uses

Ineligible Rental Assistance

- Rental costs and facility support cannot be combined into the same program under this RFP, including project based Section 8, unless approved in advance by King County.
- Monthly rent assistance cannot be combined with household based Section 8 (housing vouchers).
- Maximum assistance, including rental arrears and first and last month's rent, cannot exceed 24 months of rent and utility assistance, including rental arrears and first and last month's rent.
- A household's share of rent and utilities cannot exceed 50 percent of the household's monthly income.

Ineligible Support Services

- Support services without rental assistance.
- Direct client support services such as childcare, transportation, GED classes, etc. This includes transportation costs for household members (i.e. bus, train and airplane tickets) related to initial move-in or for any subsequent moves.

3. Emergency Assistance – Short Term Rental Assistance

Eligible Populations

- Families with children who are homeless or who are at risk of becoming homeless and who have household incomes at or below 50 percent of area median income
- Individuals or households without children who are homeless, or who are at risk of becoming homeless, and who have incomes or below 30 percent of the area median income.

Eligible Uses for Short Term Emergency Rent Assistance

- Vouchers or other payments for short term emergency assistance for the following activities for individual households:
 - Rent
 - Utilities

Ineligible Uses for Short Term Emergency rent assistance

- Direct payments to individuals
- Long term rental assistance. Rental assistance cannot exceed 91 days of assistance.

4. Community Development Block Grant – Emergency Assistance

The CDBG Emergency Assistance funds are only available to programs located in King County, outside the City of Seattle, that can demonstrate a direct benefit to King Consortium and unincorporated King County residents. If applying for these funds, please make sure you indicate in your application program description how your program benefits King County Consortium and unincorporated King County residents.

CDBG Eligible Populations

- Persons who are homeless.
- Persons at risk of becoming homeless and who have household incomes at or below 50 percent of area median income.

CDBG Eligible Emergency Assistance Uses

- Vouchers or other payments for one time emergency assistance for the following activities:
 - Rent / Utilities
 - Food
 - Clothing
 - Transportation
 - Medical prescriptions
- Programs that obtain and distribute food directly to persons for preparation and/or consumption at home or off-site for the following activities:
 - Purchasing food
 - Distribution of food
 - Operational costs, including staff salaries necessary to provide the above
- Programs that provide eviction prevention services including:
 - Mediation programs for landlord-tenant disputes
 - Legal services programs for the representation of low-income households in eviction proceedings

CDBG Ineligible Uses for Emergency Assistance

- Congregate meal programs where food is prepared and consumed on site and/or catered
- Direct payments to individuals
- Long term assistance

5. Administration

Up to two percent of the awarded funds may be used for program administration expenses.

FAMILY PROGRAMS AND ENDING FAMILY HOMELESSNESS INITIATIVE

The Ending Families Homelessness Initiative provides an opportunity to realign the family homeless assistance network and funding opportunities with promising practices in ways designed to more effectively serve families facing or experiencing homelessness. All programs serving households applying for funds under this RFP will agree to participate in the initiative.

A. Housing Stabilization Approach Alignment Process: Programs will partner and work with the Family Homelessness Initiative throughout the assessment, planning, and implementation phases of the systems change and realignment process. Programs will also participate in the Professional Development training opportunities as implemented by the Family Homelessness Initiative. Programs will participate in an assessment process which will result in an agency plan to phase in alignment with the Housing Stabilization Approach. This may include the following strategies (dependent on the outcomes of planning work of each respective agency):

- Identifying opportunities to add capacity to prevention/shelter diversion services for homeless families;
- Realigning program models to an Interim Housing approach;
- Identifying opportunities to add capacity to providing permanent or non-time limited housing for families;
- Supporting families in moving into permanent housing as quickly as possible;
- Providing strength-based supportive case management services for families experiencing homelessness;

- Identifying strategies to increase capacity in housing search and advocacy efforts or partnering with other community-based housing search service providers (i.e., Landlord Liaison Program);
- Exploring innovative strategies (aligned with the Housing Stabilization Approach) to partner/collaborate with other homeless service providers and/or mainstream services.

B. Participation in Coordinated Entry and Assessment (CEA): Programs will participate in the developed Coordinated Entry and Assessment System upon creation through the Family Homelessness Initiative. Programs awarded funds under this RFP must accept all new program participants through the CEA referral process.

HOMELESS VETERAN SET ASIDE

Approximately \$355,000 is available annually for homeless veteran set aside beds /units. Programs funded with homeless veteran set aside funds will contract directly with King County Veterans Program (KCVP). Programs that are funded to provide homeless veterans set aside beds /units will take veterans assigned by KCVP who have met all KCVP eligibility and screening requirements. Veterans will remain clients of KCVP during their stay in veteran set aside beds /units. KCVP will notify the program immediately when the client relationship with KCVP is terminated or in jeopardy of being terminated.

KCVP is soliciting programs to provide veteran set aside bed /units who understand the culture of veterans and have experience working with homeless veterans, can provide the set aside bed / unit every day of the year, and ideally, provide other basic needs such as access to meals, hygiene services, laundry, and lockers. The program must be willing to provide effective communication between KCVP and program staff in order to coordinate client care.

PARTICIPATION IN SAFE HARBORS HOMELESS MANAGEMENT INFORMATION SYSTEM

Applications will be rated based on the program proposal and service package. To be funded, however, proposers must also demonstrate they can successfully and appropriately enter data into the Safe Harbors homeless management information system.

This is because as of January 1, 2012, fund sources included in this RFP will use Safe Harbors as a key data source for contract reimbursement. To ensure that funds are awarded to programs that will ultimately be able to be reimbursed under their contracts, proposers must demonstrate they can meet a minimum threshold of Safe Harbors participation (see below if your agency or program does not currently participate in Safe Harbors).

THRESHOLD: The minimum threshold indicating that a program can successfully participate in Safe Harbors is: 80 to 120 percent of unit coverage for the night of July 27, 2011, as reported in the Safe Harbors Housing Data Quality Report <http://www.safeharbors.org/reports.html> (This range allows for some delay in entering entrance and/or exit data in the system.) While this is not the only data that must be entered into Safe Harbors, it demonstrates that the agency has the ability to ensure data can be entered appropriately so that reimbursements can be made.

NOTE: thresholds for reimbursement in contracts will be different from this, and will also include program occupancy and data completeness

Programs will have two opportunities to ensure that they meet this threshold – the Housing Data Quality Reports as posted on the Safe Harbors website approximately August 20 and September 20, 2011.

The review of applications under this RFP is expected to be completed by early September, resulting in an initial rank order for funding.

Programs that fall within the rank order for funding and that meet the Safe Harbors participation threshold as of the August report will be recommended for funding.

Programs that fall within the rank order for funding but do not meet the threshold as of the August report will be recommended for funding conditional on meeting the threshold as of the September report.

Programs that do not meet the threshold as of the September Report will not be funded.

NOTE: It is the responsibility of the applicant to monitor their data in Safe Harbors to ensure that the threshold is met.

Participation Threshold for Agencies/Programs NOT currently participating in Safe Harbors

If an Agency or the program being funded is not currently participating in Safe Harbors, award(s) will be contingent on the agency meeting with their assigned MSA (Management System Analyst) within approximately three weeks of receiving notice of award to establish a schedule for ensuring that the funded project is operational in Safe Harbors by January 1, 2012. A specific date by which said meeting needs to take place will be identified at that time.

SELECTION PROCESS

APPLICATION REVIEW AND EVALUATION

First, applications will be reviewed by King County staff for eligibility, completeness, and consistency with the guidelines. Incomplete and/or ineligible applications will not be reviewed further. Applications that pass the threshold review will continue with technical and programmatic evaluations conducted by a review team consisting of King County staff and an *ad hoc* Review Panel.

Second, King County 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 also be comprised of individuals familiar with homeless housing and the local Ten Year Plan to End Homelessness. The review team will pay particular attention to issues of completeness, accuracy, and clarity. It will assess information provided about finances and previous performance. If the agency has previously contracted with King County or the Department of Commerce we will consider compliance with contract requirements, timeliness of program reporting and resolution of any issues from past contracts. The review team will evaluate the proposals based on clear guidelines, and then will make funding recommendations to the approval entity for the various fund sources. The review team will use criteria in several categories to rate the content of the applications (see the table below). Applications will not be evaluated against one another, but against the established rating criteria.

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. The award amount for individual programs may differ from the amount requested in the application. Funders also reserve the right not to award all funds included in this RFP.

A funding recommendation will be made based upon the results of the technical and programmatic evaluation, funding availability, and the overall intent of the RFP to serve households throughout King County. Programs will then be reviewed against the Safe Harbors participation threshold. The amounts recommended for individual applications may differ from the amounts requested. The Director of the King County Department of Community and Human Services (DCHS) will make final award decisions for CHG, ESG, HHSF, and the King County Veterans and Human Services Levy and RCW funds. The RAHP O&M and CDBG funding recommendations will be reviewed and approved by the Joint Recommendations Committee. Building Changes will make the final decision for the SIG grant awards.

RATING CRITERIA

Proposals will be rated according to criteria in several categories (see table below). A maximum of 80/90 points will be assigned by the Review Panel based on the responses to questions posed in the Application package. King County staff will assign a maximum 10 points for technical compliance. **The scores will be converted to a percentage for the purpose of ranking.**

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

The maximum base points are 90 for applications for existing projects and 80 for new projects. Applications must receive a minimum of 65 base points for existing projects and 60 for new projects to be eligible for funding. Meeting the base point threshold does not guarantee funding.

APPEALS

GROUND FOR AN APPEAL

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

1. Failure by the Department of Community and Human Services (DCHS) to follow the procedures set forth in this Request for Proposal; 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 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 documentation to support the appeal.

HOW TO SUBMIT AN APPEAL

The applicant must submit an appeal in writing; the appeal must be signed. The appeal must be sent by mail or hand-delivered to King County Department of Community and Human Services, Attn: Janice Hougén, 401 Fifth Avenue, Suite 500, Seattle, WA 98104. Appeals sent by fax or email will not be accepted. DCHS must receive the appeal no later than five (5) business days after receipt of the funding notification letter.

HOW DCHS WILL REVIEW AN 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 and the above materials. The Director will send the applicant a written decision within five business days after DCHS receives the appeal letter, 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 AN 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.

Remember: *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.*

KING COUNTY CONTRACT REQUIREMENTS

Agencies that are awarded funds through this process will contract with King County DCHS. Contracts will commence on January 1, 2012. Please note that costs incurred prior to the contract start date will not be reimbursed. Contracts include conditions relating to a number of Federal and State regulations and County ordinances which should be considered when planning your project. The following items are only a few of the requirements. Please contact Housing and Community Development (HCD) staff if you have any questions or would like to obtain a complete list of the contract requirements.

REPORTING, INVOICING 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.

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.

FAIR HOUSING

King County DCHS 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 design, operation or services.

HOMELESS MANAGEMENT INFORMATION SYSTEM

Agencies receiving King County funding must participate in the Safe Harbors Homeless Management Information System. King County will use the invoice process to ensure timely, accurate, and quality data is being entered into HMIS. Reimbursements will not be paid until data is accurate, timely and of high quality.

NON DISCRIMINATION IN EMPLOYMENT AND SERVICES

In regard to employment and the provision of services, the agency does not discriminate or tolerate harassment on the basis of race, color, sex, religion, national origin, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability.

INSURANCE REQUIREMENTS

Agencies will be required to provide evidence of general liability coverage and name the County as an 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:

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 (i.e. sick leave to care for a spouse) and all benefits offered directly to such spouses (i.e. medical insurance). The law requires parity. However, this law does not require an agency provide benefits to their employees or spouses.

NOTE: Individual fund sources may have requirements additional to King County's, which will also be included in your contracts (i.e. depending on which fund source is awarded to you).

DEFINITIONS OF KEY TERMS

- **Emergency shelter** includes any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general and specific populations of homeless persons. The length of stay can range from one night up to as much as three months.
- **Homeless** are defined as persons, including families, who, on a particular day or night, do not have decent and safe shelter or sufficient funds to purchase a place to stay. This includes persons who are currently residing in homeless shelters or transitional housing. This may also include households that are imminently losing their housing, unstably housed and at risk of losing their housing or those that are temporarily living with friends or family and in need of assistance to obtain housing, (The homeless definition will be the same as defined by HUD and is subject to change).
- **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.
- **Transitional rental assistance** is defined as a subsidy paid to a landlord on behalf of a specific tenant to pay for a portion of the tenant's rent. Transitional rental assistance is in conjunction with case management services and is also consistent with the definition of transitional housing as set forth below. The rental subsidy and support services are transitional. The unit can be permanent, with the tenant staying there after the end of the support period.
- **Transitional housing** is time-limited housing that is provided for a period of between three months and up to 24 months. The goal of transitional housing is to provide the support needed for participants to become ready to move/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.
- **Transition in place housing** allows households to initially stabilize in housing with support 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.

APPLICATION SUBMISSION INSTRUCTIONS

All applicants must submit:

- One (1) original paper copy (marked “Master Copy”) of the application package which includes: the application cover sheet, proposal narrative, Excel budget forms, 2011 program budget, assurances (if applicable);
- Four (4) additional (three-hole punched) paper copies of the application package (application cover sheet, proposal narrative, Excel budget forms, 2011 program budget, assurances, if applicable);
- One (1) paper copy of the required attachments for your agency: (most recent audit management findings and any audit correction plans, if applicable, and a copy of your 501(c)(3) letter from the IRS; and
- One (1) copy of the application package (application cover sheet, proposal narrative, assurances (if applicable), Excel budget forms, and 2011 program budget) in electronic format submitted by email.

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

- Via email to: janice.hougen@kingcounty.gov; and
- Paper copies should be sent to:

King County Housing & Community Development Program
Attn: Janice Hougen
Chinook Building, Fifth Floor
401 Fifth Avenue, Suite 500
CNK-HS-0510
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. on Wednesday, August 3, 2011**.
- Facsimile copies of the application will not be accepted.
- Electronic versions of the proposal must be sent to the email 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.
- Do not use staples or any other fixed material to bind proposals (e.g. spiral binding). Plastic three-hole binders or binder clips are acceptable.

APPLICATION AND AWARD TIMELINE

- **Friday, June 30th** – Applications available on the King County HCD website <http://www.kingcounty.gov/socialservices/Housing.aspx>
- **Wednesday, July 13th** – Application Workshop 10:00 a.m.-12:00 p.m. Community Center at Mercer View, 8236 SE 24th St, Mercer Island.
- **Through Wednesday, July 27th** – Individualized technical assistance is **available from HCD staff until 12:00 noon** on July 27th. A list of questions and responses related to this RFP will be posted on the King County Housing and Community Development website:
<http://www.kingcounty.gov/socialservices/housing/asp>
- **Wednesday, August 3th** – **Applications due** to King County HCD no later than 4:00 p.m.
- **August-September** – Review Process; Applicants may be contacted during this time for additional information.
- **Early October** – Applicants are notified of conditional funding awards*
- **Mid October-November** – King County HCD staff negotiates contracts with agencies
- **January 1, 2012** – Contract period begins

*Awards are conditional until King County contracts with the State for CHG funds and receives funding; until the County has appropriation authority to spend the funds; and until any concerns raised during the application review process have been resolved to King County's satisfaction.

TECHNICAL ASSISTANCE

HCD will sponsor an **Application Workshop** at which technical assistance will be offered to applicants in understanding and completing the Application. The workshop is scheduled for **Wednesday, July 13th 2011 from 10:00 AM-12:00 PM**. 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>

Additional technical assistance may be requested from HCD staff until Wednesday, July 27th by 12:00 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, July 27th.

Final questions and responses will be posted by close of business, Thursday, July 28th.

STAFF CONTACTS

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

Janice Hougen, Project/Program Manager II

Phone: 206-263-9089

Email: janice.hougen@kingcounty.gov

Linda Greenway, Project/Program Manager II

Phone: 206-263-9021

Email: linda.greenway@kingcounty.gov

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



Sign language and communication material
in alternate formats can be arranged
given sufficient notice by calling:
206-263-9062 or TTY: 711 (Relay service)



APPENDIX – ADDITIONAL INFORMATION

Additional Requirements for Transitional Rental Assistance

- Households receiving assistance beyond three months must, with the assistance of the case manager, establish and regularly update a Housing Stability Plan that aids the household in transitioning to stable housing and self-sufficiency.
- Rent assistance may be applied to tenant-based, project-based, or master leasing arrangements. The program must operate one of the rent assistance models listed below; the allowable models include:
 - Flat Rate
 - Household income
 - Percentage of rent
 - Graduated subsidy
- A household's share of rent and utilities cannot exceed 50 percent of their monthly income, unless approved in advance by King County.
- A household's income must be re-certified at least every 12 months.
- All units occupied by clients must pass a safety standard inspection (a HUD Quality Inspection or Commerce equivalent standard) conducted by the agency prior to the release of the assistance.
- All units built before 1978 that will be occupied by participants must be inspected for lead based paint hazards prior to occupancy, as per U.S. Environmental Protection Agency regulations.
- Market rents for subsidized rental units may not exceed Fair Market Rent, unless approved in advance by King County:

<u>Area</u>	<u>0 BR</u>	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>	<u>5 BR</u>
King County	\$857	\$977	\$1,176	\$1,662	\$2,030	\$2,335
Exception Rents*	\$1,010	\$1,100	\$1,330	\$1,760	\$2,320	\$2,530
Manufactured Home Space		\$545				

* Within the City Limits of Bellevue, Kirkland, Redmond, Woodinville, parts of Juanita, Kingsgate and Issaquah (approved by HUD).

- In order to ensure that households assisted with awarded funds are served fairly and consistently, Grantees must have written policies and/or procedures in the following areas. King County will review these as part of grant monitoring.
 - Recertification of Income Eligibility
 - Rent Assistance
 - Rent Reasonableness Standard
 - Rent Limit/Payment Standard
 - Housing Stability Plan
 - Termination of Participation and Grievance
 - Applicant Denial and Grievance
 - Confidentiality of Client records