

2011 Request for Qualifications Coordinated Entry and Assessment

- New: Revised Due Date of RFQ CEA Application:
July 25th, 2011 Noon, Pacific Daylight Time
- No applications will be accepted after this deadline
- Technical Assistance available through July 21st, noon
and all final Q & A's posted by July 22nd, noon.
- Check periodically for updates/clarifications on the
website:

<http://www.kingcounty.gov/socialservices/Housing/ContractorsAndPartners/ContractorTools/FundApplications/Homeless.aspx>

- Please contact Deborah Kuznitz for any inquiries on
the RFQ at deborah.kuznitz@kingcounty.gov or (206)
263-9071

Timeline

June 21, 2011	Request for Qualifications (RFQ) publicized/issued
June 29, 2011	Bidders Workshop- 1:00-3:00pm Mercer View Community Center
July 21, 2011 Noon	Technical Assistance- Applicants' questions due. Questions must be received by King County DCHS no later than noon.
July 22, 2011 Noon	Final written responses to questions raised by written inquiry will be posted on the website
July 25, 2011 Noon	Proposals must be received by King County Department of Community and Human Services. Any proposals not received by King County DCHS by this date and time will be ineligible and will not be considered.
August-September	Application Review Process
End of September	Written notification of award sent to applicants; contract negotiations begin
Early November 2011	Start-up contract finalized
Nov. 2011/Feb. 2012	Start-up process for CEA
February 2012	Ongoing operating contract(s) finalized
March 2012	Coordinated screening/scheduling of assessments for families by 211

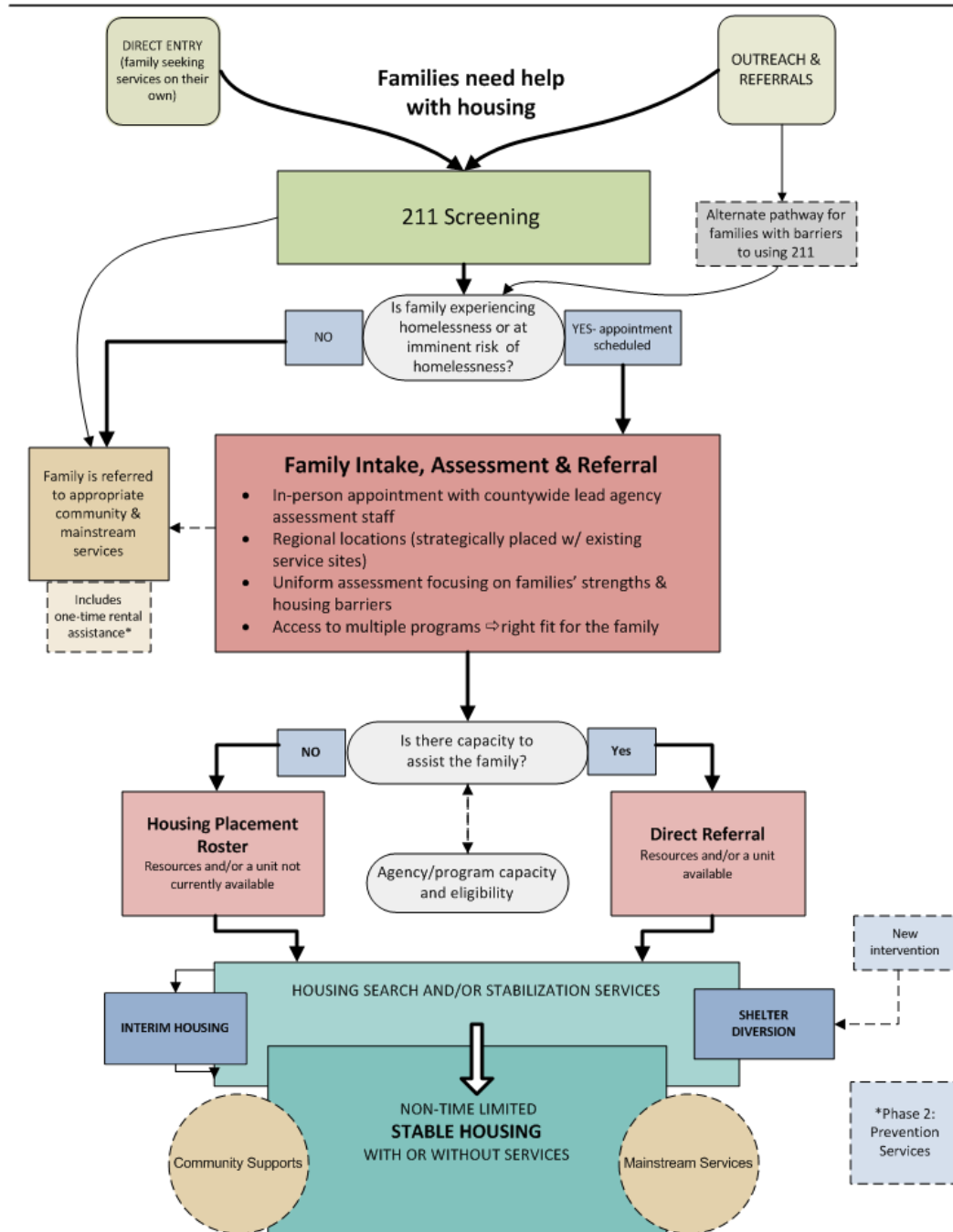
Scope of Work Overview

- Approx. \$700,000 in funding per year (for three years) available for a Lead Agency to administer the CEA program (includes staffing and related costs)
- This amount does not include Safe Harbors or 211 operations for the CEA program
- In addition, up to \$250,000 is available for one-time start up costs
- The selected Lead Agency along with funders will refine program design and development of program policies (including referral and acceptance protocols of agencies), as well as needed partnership agreements
- Assessment Tool is being developed by the Family Homelessness Initiative staff with a process to be in place for input on revisions by key community stakeholders

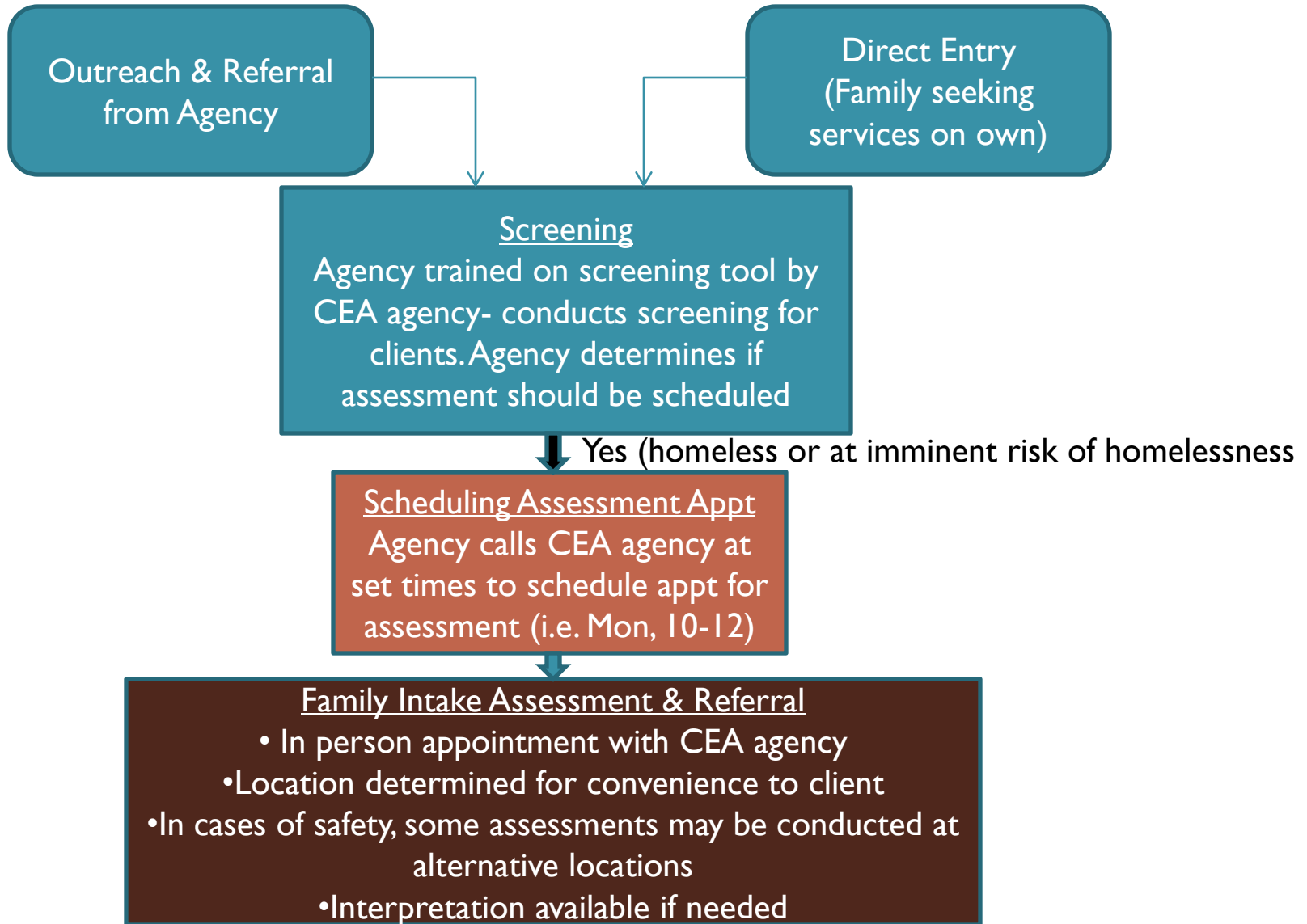
Start Up Contract Period

- To begin after Lead Agency contract is finalized (early November, 2011)
- Includes hiring staff, formalizing co-locations assessment sites, purchasing equipment, training staff on assessment tool, and conducting assessments of families in emergency shelter
- Proposed staffing for the CEA program includes 7.5 FTEs:
 - Program Supervisor
 - Placement Coordinator
 - Assessment Specialists (5)
 - Administrative Assistant (.5)

Coordinated Entry for Families



Option for Immigrant and Refugee Families and Families experiencing domestic violence



Highlights of Program Model

- Assessment Specialists conduct a strengths-based assessment of household's housing needs
- The Lead Agency will manage the housing placement roster - ability to filter by level of housing need, family size, geographic preference
- Shelter, Transitional housing, Rapid-Re-housing, permanent housing with supportive services who participate in CEA will no longer take referrals from outside CEA
- Specific program criteria will already be entered into and available to the CEA program (including target population, level of clients served, residency restrictions, geographic area, specialized services, etc.)
- Lead Agency will be responsible for identifying and contacting families and connecting them to the program agency
- Program agency will receive referrals and make final determination for program entry (protocols will need to be developed by Lead Agency)

Program Flexibility

- As the system is implemented, the selected Lead Agency will need to be **nimble** to fine tune the CEA system
- Adjustments may need to occur to accommodate unexpected consequences and service demand
- The program design is intended for the initial phase of the system implementation
- Once the system is functioning, additional evaluation and planning to determine potential expansion for other services (prevention) and subpopulations (single adults, youth/young adult, etc.)

Additional Elements

- Estimate approximately 500 families will be served monthly
- Hours of operation will extend beyond normal business day
- Lead Agency will be responsible for educational and technical assistance to homeless housing providers and targeted mainstream service providers on the CEA system (front line staff, etc.)
- Lead Agency will develop and implement an ongoing cultural competency training curriculum for CEA staff
- Lead Agency will also be expected to remain engaged with the Ending Family Homelessness Initiative in King County, including participation workgroups, committees, and in ongoing Professional Development opportunities

Submittal Instructions

- One (1) original paper copy (marked “Master Copy”) of the application package (application and Excel budget forms)
- One (1) paper copy of the required attachments for your agency: most recent audit management findings, any audit correction plans and a copy of your 501(c)(3) letter from the IRS
- Four (4) additional (three-hole punched) paper copies of the application and Excel budget forms
- One (1) copy of the application and Excel budget forms in electronic format submitted by email at deborah.kuznitz@kingcounty.gov
 - All submittals are due to King County HCD no later than Monday, July 25, 2011, by 12:00 p.m., noon, Pacific Daylight Time
- Applications that do not arrive at the specified address by the submission deadline will not be accepted or reviewed.
- Faxed copies of the application will not be accepted.
- All copies of the application package (paper and electronic) must arrive at the above location by the submission deadline in order to be considered for funding.
- 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.
- 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 Checklist

A complete application will consist of the following:

- I. **Application Cover Sheet** (With a signature by an authorized official on the “Master Copy”)
- II. **Proposal Narrative** (**Note:** Proposal Narrative should not exceed 19 pages)
 - A. System Comprehension (No more than one page)
 - B. Agency Capacity and Experience (No more than eight pages)
 - C. Program Implementation (No more than eight pages)
 - D. Cultural Competency (No more than two pages)
- III. **Budget**
 - A. Budget Narrative (**Note:** Budget Narrative should follow the proposal narrative Word Format)
 - B. Budget Forms (1-3), see Excel budget workbook file:
 - Form 1: One-Time Start-Up Expenses
 - Form 2: Personnel Expenses
 - Form 3: Revenue and Expenses
- IV. **Additional Materials**

One (1) paper copy of the required attachments for your agency: most recent audit management findings, any audit correction plans and a copy of your 501(c)(3) letter from the IRS

County Contact Information

Paper Copies to:

King County Housing & Community
Development Program

Attn: Deborah Kuznitz

401 5th Avenue, Suite 500

Seattle, WA 98104

Email address:

Deborah.kuznitz@kingcounty.gov



Questions????

Please contact Deborah Kuznitz for any inquiries on the RFQ at:

deborah.kuznitz@kingcounty.gov

(206) 263-9071