



King County

Request for Qualifications (RFQ)

For

King County Rapid Re-Housing Program for Homeless Households without Children: “King County RR-SP”

DUE DATE

Submissions are due to King County Department of Community and Human Services no later than 12:00 p.m. on Wednesday, July 29, 2009, and will not be accepted after this deadline.

Technical Assistance is available through Friday, July 24, 2009. Check periodically for any additional information / clarifications, which will be posted at <http://www.kingcounty.gov/socialservices/Housing.aspx> under "Request for Qualifications", with nothing posted later than Monday, July 27, 2009.

Complete submittal instructions can be found on page 8.

CONTACT

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King County Housing and Community Development
Chinook Building
401 5th Avenue, Suite 500
Seattle, WA 98104

CERTIFICATIONS

The following certifications are required for applications to be considered. The application must be certified by an authorized representative of your agency, typically a Board President or Executive Director.

Applicant certifies the following:

Please check the box and provide initials for each statement (typing your initials will suffice).

1. Agency agrees to enter required data elements directly into the Safe Harbors HMIS in real time, as services are provided.

Staff Initials: _____

2. Agency agrees to work with Safe Harbors, King County, and the Washington State Department of Community, Trade and Economic Development to produce reports, as required by the United States Department of Housing and Urban Development (HUD), within eight days of the end of the reporting period.

Staff Initials: _____

3. Agency agrees to work with King County to provide input and help finalize the client screening tool used by referring shelters.

Staff Initials: _____

Authorized representative certifying this application:

Name: _____

Title: _____

AGENCY CONTACT

Please include name and contact information for one person who will be available to answer questions about your application:

Name: _____

Title: _____

Phone: _____

Email: _____

I. INTRODUCTION

The King County Department of Community and Human Services (DCHS) requests proposals from qualified non-profit agencies to manage a program to assist homeless households without children (singles and couples) to move into and maintain stable, affordable housing.

Recovery Act Funding: Homelessness Prevention & Rapid Re-Housing Program

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) is funded by the Homeless Prevention Fund created by the American Recovery and Reinvestment Act of 2009. A total of \$1.5 billion was allocated at the national level for homelessness prevention and rapid re-housing programs. Funds are being distributed by the United States Department of Housing and Urban Development (HUD) to eligible jurisdictions throughout the country on a formula basis.

The Washington State Department of Community, Trade and Economic Development (CTED) will sub-grant a portion of its HPRP grant to King County. King County DCHS will use this grant to implement the King County Rapid Re-housing Program for Households without Children (RR-SP).

Through this RFQ, King County will select an agency or agencies to manage this regional rapid re-housing program to serve the balance of King County outside of the City of Seattle.

DCHS will target these funds to rapidly re-house single persons and couples without children who are experiencing homelessness. Funds may be used for financial assistance, housing relocation and stabilization services, data collection, and program administration costs.

HPRP assistance is not intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive services needs of households that affect housing stability. Rather, assistance will be focused on housing stabilization and linking program participants to community resources and mainstream benefits, thus helping them develop a plan for preventing future housing instability.

II. PROGRAM OVERVIEW

Goal

To reduce homelessness among households without children (single individuals or couples) by minimizing the amount of time households are homeless, quickly moving them out of shelters and into safe and stable permanent housing.

Funding

A total of approximately \$1.2 million is available for a maximum of three years.

Eligible Activities

Funding can be used for:

- Financial assistance, including:
 - Short- and medium-term rental assistance
 - Security or utility deposits
 - Utility assistance
 - Moving costs
 - Storage
 - Unit inspection costs
- Housing relocation and stabilization services, including:
 - Housing case management services
 - Housing search
 - Mediation
 - Credit counseling and repair
- Data collection
- Program administration (directly related to this program)

Note: Funding can *not* be provided to clients in housing owned by the selected agency.

Eligible Households

Eligible households are single individuals or couples without children who meet the following criteria:

- Have an income of 50% or less of the Area Median Income (AMI).
- Meet the HUD McKinney definition of homelessness. The HUD McKinney definition of homelessness requires that households must come from places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings; an emergency shelter; or transitional housing for homeless persons and who originally came from the streets or emergency shelter.
- Have no other housing options.
- Lack the financial resources and support networks needed to obtain immediate housing.

Target Population

King County RR-SP targets homeless households without children who have low to moderate barriers to accessing housing. The target population is single individuals, or couples with no children who reside in shelters outside of the City of Seattle. If a couple separated in order to find shelter beds, at least one of the individuals must be in a shelter outside of the City of Seattle. The population targeted for this program will have low to moderate barriers to accessing housing and will be assessed as likely to maintain housing stability following a period of temporary rental

assistance and housing case management. **The program is not appropriate for households who need long term and/or intensive supports to maintain housing stability.**

Geographic Scope

The program serves the balance of King County *outside of the City of Seattle.*

Timeline/Readiness

Funding is available for a maximum of three years. A minimum of 65% of the funds must be spent in the first two years of the project. The project must be implemented strategically, with a quick “ramp-up” and careful planning to ensure that households are ending their period of assistance as the funding ends. Contracts will begin no later than October 1, 2009.

Overall Program Structure

This RFQ will result in the selection of one or two “managing agencies” who will implement the King County RR-SP. The managing agency or agencies will work closely with shelters outside of the City of Seattle that serve single individuals. Shelters will use a common screening tool to identify and refer eligible individuals or couples to the managing agency for final acceptance into the program, placement in housing, and follow-up housing support services. This screening tool is under development. It will be used by shelter staff, and will be designed to elicit the information needed to screen appropriate households into this program. The King County Landlord Liaison Project, administered by the YWCA of Seattle-King County, may be a resource for the King County RR-SP Project. There may also be potential for some targeted employment services for program participants.

This project is not designed as a resource for individual agencies to provide rental assistance to only their own clients. Instead, it is designed to be a streamlined and coordinated countywide effort, using a common screening tool and providing housing supports to homeless single adults and couples without children residing in shelters in King County outside of Seattle.

It is expected that this project will serve approximately 40 households at a time, and up to 120 households over the three year period. Specific goals will be negotiated with the selected provider. The program will be designed in a way that households receive the minimum amount of rental assistance and services needed to achieve housing stability.

The selected “Managing Agency” will be responsible for:

- Assessment of referred/screened clients for final acceptance into the program, including documentation of eligibility.
- Housing search and placement (this may be coordinated with other resources such as the Landlord Liaison Project or through current landlord relationships that have been developed).
- Provision of rental assistance for up to 12 months (with the potential for 18 months of assistance on a case by case basis). The selected agency must recertify household eligibility every three months during the period the household is in the program.
- Follow-up (home-based) housing case management to households once they are housed; including the potential for connecting with dedicated employment resources through the King County Work Training Program.
- Follow-up with households to determine if housing stability has been maintained after exit from the program.

The Selected Provider

This RFQ will identify one or two providers that have the capacity and experience to host this program, and who are interested in expanding or redirecting their current activities to rapidly re-house single people and couples without children.

The Selected Provider(s) will need to demonstrate:

1. A staff team with qualifications related to support services, rental assistance, and permanent housing placement services.
2. The ability to operate county-wide.
3. A philosophy of moving households into permanent housing as quickly as possible.
4. Sufficient readiness to immediately implement the program.
5. Good standing with all government and funding contracts.
6. Ability and established system(s) for documenting and evaluating program effectiveness.
7. Ability to enter required data into Safe Harbors in real time, and to produce required reports in a timely fashion.

Reporting Requirements

The selected agency will be required to work closely with King County to provide timely reports as required by King County and the State of Washington Department of Community, Trade and Economic Development.

Homeless Management Information System (HMIS) “Safe Harbors”

The selected agency must directly enter data into our local HMIS, Safe Harbors. This includes universal data elements as well as some additional elements that are currently being defined by HUD. Data must be entered in “real time” (not accumulated over a period of time and entered at a later date).

Program Outcome and Evaluation

The managing agency will be required to collect outcome data on households served, including housing stability at six and twelve month intervals. In addition, they will be required to report on the number of jobs retained and created related to the implementation of this program (this includes staff jobs at the agency).

III. APPLICATION NARRATIVE AND BUDGET

Required format, number of copies, and submittal instructions are described in Section IV below.

NARRATIVE

Provide a narrative response to the following questions. Address each area separately and in the order provided. You must include the topic areas (e.g., "Geographic Coverage"), but you need not include the full text of the questions. Limit responses for question areas 1-5 to a total of five (5) pages using Times New Roman 12-pt font and one-inch margins.

The Budget form and narrative are separate, with additional pages allowed. Please see the Budget form for instructions.

1. **Geographic Coverage:** King County RR-SP will operate countywide outside of the City of Seattle. What is the geographic area that your current projects serve? If you do not currently operate countywide how would you propose to ensure access to the King County RR-SP to eligible programs/households across the county?
2. **Working Collaboratively:** The King County RR-SP requires the selected agency to work with other agencies and their clientele. Discuss any experience you have with a program that involves multiple partners, and the role you played in the project. Describe how you might collaborate with other organizations to provide linkages to housing and appropriate services given the population served.
3. **Accessing Units:** King County RR-SP is designed to move households into housing as quickly as possible. What are some of the strategies and tools you might use in assisting participants to access units? Describe your experience working with landlords, property management companies, public housing authorities, etc.
4. **Staffing:** Describe your experience with moving households into community-based housing and outline the core services that you see as key to the success of this project. How would you staff the project in order to provide these services? Provide position titles and brief descriptions of the job duties and responsibilities.
5. **Readiness:** The contract for King County RR-SP will begin no later than October 1, 2009. Discuss your capacity and approach to immediately implement the project.

BUDGET

An annual amount of approximately \$600,000 is available for the King County RR-SP. It is expected that approximately 120 households will be served over the life of the project (on average 40 per year).

Please provide an annual budget for your program when completing the attached budget form. Briefly explain the basis for the figures in each of the expenditure areas, and provide a brief description of how you would use the funds to rapidly re-house homeless individuals and couples without children.

The final budget for this program will be negotiated with the selected agency or agencies as the final contract is written.

IV. APPLICATION SUBMITTAL INSTRUCTIONS

A complete application package includes:

1. Narrative
2. Budget and Budget Narrative
3. Completed Certification Form

Please submit one (1) complete set of application materials in paper format marked “Master Copy”, and four (4) additional copies of the application.

In addition, please submit one (1) copy of the application by e mail.

E-mail address for submittal of application is carole.antoncich@kingcounty.gov

Paper copies should be sent or delivered to:

**King County Housing & Community Development Program (HCD)
Attn: Carole Antoncich
401 5th Avenue, Suite 500
Seattle, WA 98104**

All submittals are due to King County HCD no later than Wednesday, July 29, 2009, by 12:00 p.m. Pacific Daylight Time.

Late applications 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 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 12-point Times New Roman 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-ring binders or binder clips are acceptable.