



King County **King County Department of Community and Human Services**



King County Housing Authority



Seattle Housing Authority



United Way of King County

Fall 2008 Request for Proposals (RFP) for Services, Operating and Rental Assistance

Application Guidelines

■ DUE DATE

Friday, October 10, 2008 at 4:00 PM Pacific Daylight Time

Electronic and paper "Master Copy" submittals are due to King County Housing and Community Development Program, Attn: Katy Miller by 4:00 PM on Friday, October 10, 2008. Applications will not be accepted after this deadline. Faxed copies of the application will not be accepted. (See page 24 for detailed instructions.)

■ CONTACT AND INQUIRIES

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King County Housing and Community Development

401 5th Ave., Suite 510

Seattle, WA 98104

■ APPLICATION WORKSHOP

Wednesday, September 10, 2008, 1:00 PM – 3:00 PM

Location: Mercer View Community Center, 8236 SE 24th Street, Mercer Island

(See page 25 for more information.)

■ UPDATES AND MATERIALS

Updated information and materials related to this fall 2008 RFP and Questions and Answers from the September 10th application workshop will be available online:

<http://www.metrokc.gov/dchs/csd/Housing>

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SUMMARY

OVERVIEW

Approximately \$9.5 million in funding for services, operating support and rental assistance and up to 60 Housing Choice Section 8 vouchers (or equivalent rental assistance) are available from six funding sources through this competitive Request for Proposals (RFP) process. Sources include:

- Up to \$7.5 million from King County Department of Community and Human Services (DCHS) Homeless Housing and Services Fund (HHSF), which includes the following: HB 2163 and HB1359 document recording fees, Veterans and Human Services Levy (V-HS Levy), and Mental Illness and Drug Dependency (MIDD) sales tax collections;
- Up to 30 King County Housing Authority (KCHA) Housing Choice Section 8 vouchers (or equivalent rental assistance under the sponsor based program);
- Up to 30 Seattle Housing Authority (SHA) Housing Choice Section 8 vouchers (or equivalent rental assistance under the sponsor based program); and
- Up to \$2 million in United Way of King County (UWKC) Campaign to End Chronic Homelessness funds.

Applicant agencies may apply for funding for services, operating support and/or rental assistance to be linked to units of non time-limited/ permanent housing (housing with no time-limit on tenancy) for homeless individuals, families with children or young adults. Award commitments will be made for up to five 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 (MIDD) Implementation Plan, and/ or United Way of King County's Blueprint to End Chronic Homelessness.

Applicants will submit one application for funding and are asked to not designate the fund source for which they are applying (applicant agencies are welcome to submit multiple applications for different projects). The funders involved in this RFP will match the appropriate funding source(s) with each project that is recommended for funding. Funds will be assigned to a project based on the specific population targets and priorities for each fund source and 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 2008 RFP "Common Funding Priorities."

Contracts for this fall 2008 RFP will begin as early as January 1, 2009, 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, 2009 (this includes both housing and services).

BACKGROUND

In this fall 2008 RFP approximately \$9.5 million is available for services, operating support and rental assistance from the King County Homeless Housing and Services Fund and United Way of King County's Campaign to End Chronic Homelessness. Additionally, Seattle Housing Authority and King County Housing Authority will make up to 60 Housing Choice Section 8 vouchers (or equivalent rental assistance) available for projects serving young adults in King County. All funds aim to link homeless people to housing and needed services and to create a clear pathway out of homelessness.

The HHSF consists of two document recording fee surcharges approved by the Washington State Legislature in 2005 and 2007 (House Bills 2163 and 1359), funds from the Veterans and Human Services Levy (Proposition No. 1) approved by King County voters in November 2005, and service dollars as detailed in the Mental Illness Drug Dependency Implementation Plan (contingent on approval by the King County Council).

The document recording fee dollars (HB 2163 and HB1359) are used to help further the goals of the Ten-Year Plan to End Homelessness and as a result, the broad fund priorities are set by the Committee to End Homelessness in King County (CEHKC) and further refined through the King County Combined NOFA planning process. The document recording fee collections included in this RFP will be used for services, operating support and rental assistance linked to non time-limited housing. King County will aim to fund projects serving a variety of homeless populations and projects throughout the county. Applicants can view King County's Ten-Year Plan to End Homelessness at: <http://www.cehkc.org/plan10/plan.aspx>.

The Veterans and Human Services Levy dollars will pay for services, operating support and rental assistance linked to non time-limited housing. A portion of the funds will go to projects serving veterans and their families. Priority for the veteran's related funds will be given to projects that are serving veterans and their families and have a partnership with a veteran-serving agency or agencies, or a letter from an existing veterans program or system stating intent to partner on the project. For those projects receiving veteran's related funding for rental assistance and operating support, the veteran status of project participants will be verified by the King County Veterans Program. Applicants can view the Veterans and Human Services Levy Service and Improvement Plan at: <http://www.kingcounty.gov/operations/DCHS/Services/Levy/ServiceImprovementPlan.aspx>.

The MIDD funds will be used for non-clinical services needed to help persons with disabling mental illness and/or chemical dependency maintain housing. The goals of the MIDD funds are to reduce chronic homelessness and unnecessary involvement in the criminal justice and emergency medical systems. The specific target populations for MIDD funds are: Persons with mental illness and/or chemical dependency who are either currently enrolled in, are eligible for treatment services in the publicly funded treatment systems administered by the Mental Health, Chemical Abuse and Dependency Services Division (eligible clients must receive service assistance to become enrolled), or 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.metrokc.gov/dchs/mhd/actionplan.htm>.

United Way of King County's Campaign to End Chronic Homelessness will provide a total of \$25 million through at least 2014 to fund supportive housing related services for chronically

homeless people in King County. Funding included in this RFP will begin that effort by funding intensive case management services for projects serving chronically homeless people in King County. Agencies must have been pre-approved through the UWKC June/July 2008 Request for Qualifications process in order to receive these funds. 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, job readiness, 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/nonprofit/rfp/BlueprintEndChronicHomelessness.doc>.

Seattle Housing Authority and King County Housing Authority Section 8 vouchers (or equivalent rental assistance under the sponsor based program) will be awarded to projects serving homeless young adults ages 18 – 25 as described in the CEHKC Homeless Young Adult Plan. Vouchers can only be linked to stable non time-limited housing, and adequate support services must be available. No single award will be less than 10 vouchers. Applicants must propose to utilize existing housing in order to meet the lease-up requirement of December 31, 2009. Vouchers can be re-targeted to newly built or acquired housing when capital projects are complete. Vouchers may be tenant-based, project-based, or equivalent sponsor-based rental assistance and applicants are asked to describe which subsidy model they envision for the proposed project and how the model will be implemented (see page 12 for descriptions of the subsidy models). The housing subsidy models will be further discussed at the application workshop on September 10th and potential young adult provider applicants are encouraged to attend. The housing authorities reserve the right to expand, at their discretion, the number of vouchers awarded to selected applicants without further competitive process. Applicants awarded housing authority funding must meet all requirements of the Federal Section 8 Program and other housing authority requirements outlined on page 22. Applicants can view the CEHKC Homeless Young Adult Plan at: <http://www.cehkc.org/happening.aspx>.

MINIMUM REQUIREMENTS

In order to be considered for funding, projects must:

- Be located in King County, including Seattle, and serving homeless people;
- Be operational no later than December 31, 2009;
- 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 2008 “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 homeless people 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.

Additionally, funders will be looking for assurance that the supportive services and tenant selection criteria are appropriate for the target population(s). Funds in this RFP do not require the use of specific service models, but will be looking for 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.

APPLICANT INFORMATION AND GUIDELINES

COMMON FUNDING PRIORITIES

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

1. Create additional non time-limited housing for homeless households with significant barriers to securing and sustaining housing; and
2. Provide complete funding for existing projects serving high needs populations that are missing essential elements to proceed in a timely manner and successfully house the population to be served; the priority in this area is new non time-limited housing units for homeless households in the development pipeline that have clear services and operating gaps, and will be available no later than December 31, 2009.

Note: Applicants applying for funding to complete a project or fund a missing element that is keeping a project from moving forward (i.e. housing or services) must be able to clearly explain what the missing element is, why there is a gap, and why it must be filled.

FUNDING USES

1. Funding for services, operating, and/or rental assistance for new non time-limited housing units in production. Services and housing units that will be operational by the end of 2009;
2. Long-term rental assistance or operating support in non time-limited housing units not currently affordable to homeless people (units can be newly constructed or existing); and
3. Case Management support or other on-site support services linked to non time-limited housing units not currently available to homeless people with significant needs due to lack of funding for on-site service supports (units in non-profit owned buildings or in the private rental market).

Note: If you are a Shelter Plus Care sponsor agency and are applying for rental assistance through this RFP, you must explain in the application how you plan to maximize the Shelter Plus Care resources already available to you and why these additional resources are needed.

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 a 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, less focused agencies.

ELIGIBLE APPLICANTS

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

- Non-profit organizations
- Public agencies
- For-profit organizations

Note: 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.

ELIGIBLE ACTIVITIES

Funding available through this RFP is intended to expand the non time-limited housing and service opportunities available for homeless people with significant housing barriers and/or service needs. 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: healthcare, mental healthcare and chemical dependency services, 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.)
- Long-term rental assistance (12 months and longer)
- 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;
- Fund homeless prevention activities; 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. Sponsors 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 residents.

- I. **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.
 - 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.
 1. **Affordable Housing.** Non time-limited housing that is available to households making 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 earning a particular % of AMI. Households must meet income requirements to be eligible for the units.
 2. **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 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.
 3. **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.

4. **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.
5. **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.

1. **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.
2. **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 (i.e., hotel/motel vouchers, etc.). 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.

II. 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. **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.

- b. 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.
- c. 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.
- d. Health Care Services.** Medical and health related services that may include health screening, health education and illness prevention, testing, and treatment.
- e. 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.
- f. 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.
- g. 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.
- h. Resident Services.** Property-based services that coordinate onsite 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.

- i. **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.

III. **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.

IV. **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.

V. **Rental Assistance.** 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).

Section 8 Vouchers/ Subsidies

1. **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.
2. **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 five years. The owner is required to have an MOU with a service provider and to ensure that tenants are provided the services they need.
3. **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.

VI. 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 (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.
- b. **Chronically Homeless Person- United Way Definition.** 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 and State THOR Definition.** 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 life, 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.** 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.

VII. 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 term recently used by HUD to describe their homeless family initiative. It refers to the immediate and primary goal of moving a homeless household quickly into permanent, “non time-limited” housing and to help them stabilize. Services are delivered primarily following a housing placement and the goal is housing stability. Housing is not contingent on services; instead, participants must comply with a lease agreement and are provided with the services and supports as necessary.
- 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 2008 RFP Timeline	
September 5th	Application materials available on the King County website
September 10th	Applicant workshop
October 10th	Applications due to King County, HCD
October – 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 2008	Contracts begin (contract start dates may vary depending on the project)

EVALUATION AND REVIEW

King County DCHS/ Housing and Community Development Program (HCD) will conduct an application 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 be rejected. Applications that pass the threshold review will receive further 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 (King County DCHS Director, the Directors of KCHA and 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 2008 NOFA.

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.

RATING CRITERIA (100 POSSIBLE POINTS)

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

Criteria Category	Possible Points
Project Design	40
Project Readiness	15
Agency Capacity and Experience	15
Cultural Competency	15
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: Katy Miller, 401 5th Ave., Suite 510, Seattle, WA 98104. Appeals sent by fax or email 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.

Note: 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.

CONTRACTING

Agencies will contract directly with King County DCHS, King County Housing Authority, Seattle Housing Authority and/ or United Way of King County, depending on which fund source(s) they are awarded.

CONTRACTING WITH KING COUNTY DCHS

Agencies that are awarded HHSF funding will contract with King County DCHS/HCD. Contracts will begin on or after January 1, 2009. Please note that costs incurred prior to the contract start date will not be reimbursed. Contracts include conditions related to a number of state regulations and 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 invoices and regular reports. Reports include unduplicated counts of clients served with detailed demographic data, and progress towards meeting outcomes.

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 2008 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 Systems (HMIS)

Agencies receiving HHSF and V-HS Levy funding must participate in the Safe Harbors Homeless Management and Information Systems (HMIS).

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, Asians, Caucasians, men, women, singles, married couples, 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 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 HHSF and V-HS Levy 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

The agency shall have an independent audit conducted of its financial statement(s) and condition, which shall comply with the requirements of generally accepted auditing standards; General Accounting Office Standards for Audits of Governmental Organizations, Programs, Activities, and Functions; and Office of Management and Budget Circulars A-21, A-87, A-102, A-122 and A-133, as amended, and as applicable. The agency shall provide to the County a copy of the audit report including any management letter or official correspondence submitted by the auditor, its response and corrective action plan for all findings and reportable conditions

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.

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

contained in its audit. These documents shall be submitted no later than six months subsequent to the end of the agency's fiscal year.

Insurance Requirements

Agencies will be required to provide evidence of general liability coverage and name King 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 – which an equivalent benefits package is offered to employees with domestic partners. However, this law does not require an agency provide benefits to their employees or spouses.

CONTRACTING WITH KCHA AND SHA

DCHS, KCHA and SHA will review funding recommendations and decide which rental assistance funding source(s) is most appropriate for each project. Tenant enrollment for the Section 8 vouchers must be completed no later than December 31, 2009. Applications that do not meet the following minimum criteria for housing authority funding will not be awarded Section 8 vouchers (or other rental assistance) from the housing authority:

- Projects not specifically serving homeless young adults ages 18 -25;
- Projects with fewer than 10 units;
- Projects serving tenants that do not meet the housing authority's eligibility criteria and/or preferences;
- Projects with initial lease terms of less than one year; and
- Projects in the city limits of Renton.

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, project-based vouchers, or sponsor-based rental assistance (See page 12 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.

APPLICATION SUBMISSION

APPLICATION SUBMISSION INSTRUCTIONS

All applicants must submit:

- **One** (1) original paper copy (marked "Master Copy"), which includes: the application narrative, budget narrative, budget forms and the required attachments;
- **Four** (4) additional (three-hole punched) paper copies of the application, which includes: the application narrative, budget narrative and budget forms; and
- **One** (1) electronic copy of the application narrative, budget 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: Katy.miller@kingcounty.gov
- Paper copies (and disks) should be sent to:
King County Housing & Community Development Program
Attn: Katy Miller
401 5th Ave., Suite 510
Seattle, WA 98104

ADDITIONAL INFORMATION

- **All** (electronic and paper) submittals are due to King County HCD no later than **4:00 PM Pacific Daylight Time on Friday, October 10, 2008**;
- Facsimile copies of application will not be accepted;
- Electronic versions of the proposal may be either sent to the e-mail address listed above or delivered on a disk as part of the completed application package;
- For proposals being submitted electronically, 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 WORKSHOP DETAILS

King County DCHS, Seattle Housing Authority, King County Housing Authority and United Way of King County will cosponsor an Application Workshop where information will be offered to applicants on completing the application forms. Applicants are encouraged but not required to attend.

FALL 2007 APPLICATION WORKSHOP	
Date:	Wednesday, September 10, 2008
Location:	Mercer View Community Center
Time:	1:00 PM – 3:00 PM

DIRECTIONS TO THE APPLICATION WORKSHOP

Mercer View Community Center

8236 SE 24th Street, Mercer Island, WA 98040

Link for driving directions: http://www.ci.mercer-island.wa.us/files/ccmv_directions.pdf



Sign language and communication materials in alternate formats can be arranged given sufficient notice by calling:



(206) 263-9090 or TTY: 711 (Relay service)

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.metrokc.gov/dchs/csd/Housing>.

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

Katy Miller

Supportive Housing Planner, PPMIII

Phone: (206) 263-9090

Email: Katy.miller@kingcounty.gov

Questions related to project eligibility for Section 8 funding or Section 8 policies and procedures should be directed to the following KCHA and SHA staff depending on the area in which your project will be located:

King County Housing Authority

Kristy Johnson

Management Analyst, Homeless Housing Initiatives

Phone: (206) 574-1357

Email: kristyj@kcha.org

Seattle Housing Authority

Lisa Cipollone - Wolters

Director of Rental Assistance Programs, Porchlight

Phone: (206) 239-1523

Email: lcipollone-wolters@seattlehousing.org

Further details regarding King County Housing Authority and Seattle Housing Authority programs are available on their websites:

King County Housing Authority - www.kcha.org

To access a copy of the King County Housing Authority Administrative Plan regarding program policies, visit: <http://www.kcha.org/aboutus/documents/Section8Plan.pdf>

Seattle Housing Authority - www.seattlehousing.org

To access a copy of the Seattle Housing Authority Administrative Plan regarding program policies, visit: <http://www.seattlehousing.org/Housing/downloads.html#plan>

Questions related to the United Way of King County Campaign to End Chronic Homelessness:

United Way of King County

Neil Powers

Manager, Campaign to End Chronic Homelessness

Phone: 206-461-4934

Email: npowers@uwkc.org