![KCRHA - King County Regional Homelessness Authority logo]

Emergency Housing Voucher (EHV), Housing Search, and Tenancy Support RFP

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REQUEST FOR PROPOSAL GUIDELINES

I.   Summary

Introduction: The King County Regional Homelessness Authority (RHA) is happy to announce a new Request for Proposal (RFP) opportunity. The RHA seeks applications from service providers that have an existing Emergency Housing Voucher (EHV) Agreement (EHVA) with the RHA and are interested in providing *Housing Search and Tenancy Support Services* for the regional EHV program in which they participate according to their EHV Agreement. The RHA may award up to $2,183,000 in new one-time funding. Successful applicants under this RFP will hold an executed Emergency Housing Voucher Agreement with the KCRHA.

The EHV program enlisted the participation of approximately 80 community-based and non-profit service provider organizations that signed the EHV Agreement with the RFP to make referral of individuals and families experiencing homelessness into the EHV program. Agreement holding service providers committed to referrals, application assistance, housing search and tenancy support services for the households they support. Before this RFP, there has not been funding to support the services under the EHV Agreement.

The intent of the Emergency Housing Voucher, Housing Search, and Tenancy Support Services RFP is to enhance the continuum of comprehensive, person-centered housing search and support at existing agencies that currently hold EHV Agreements with RHA. The RHA expects to award funds for housing search and tenancy support services to support service providers with active EHV allocations, households in referral, application, housing search and housing tenancy, such that organizations can:

- Ensure that households identified for EHVs and referred through the EHV program have capable, thorough, and timely assistance with the application process such that they successfully receive an EHV.
- Provide thorough, effective housing search assistance for households that receive an EHV such that they can rapidly and successfully lease a unit in the community of their choice.
- Promote long term housing stability for households who lease with an EHV such that they maintain a durable and stable tenancy.

Applications for this RFP will be reviewed by a rating team of community members and subject matter experts (SMEs). The rating team will recommend applications to be funded and implemented beginning **August 9, 2022**. Ongoing sustainable funding for this project is anticipated based on budget availability and customer satisfaction with service provider/program performance. RFP application categories include:

- Housing Search

- Tenancy Support

Applications: The deadline to submit completed proposals is **Monday, August 8, 2022.** This funding opportunity is competitive and open to any agencies that meet the KCRHA Agency Minimum Eligibility Requirements and additional requirements outlined in the RFP.

Timeline*	
Funding Opportunity Released	Friday, July 8, 2022
**Webinar Information Session *(Note: participation and registration are highly recommended, but not required to apply)*	Wednesday, July 13, 2022 at 5:00PM – 6:30PM PST Register at: https://www.zoomgov.com/webinar/register/WN_FmNMSLaMQU6OzKDSWvYoKg

Last Day to Submit Questions to RFP@kcrha.org	Friday, July 19, 2022
Application Deadline	Monday, August 8, 2022
Application Review	August 9, 2022 - August 15, 2022
Virtual Tour/Interview	*Week of August 15, 2022
Denial Notification (anticipated)	*Week of August 15, 2022
Award Notification (anticipated)	*Week of August 22, 2022
Estimated Contract Start Date	*September 1, 2022

*KCRHA reserves the right to change any dates in the RFP timeline. Any updates, including responses to questions, will be posted on the KCRHA website under, Funding Opportunities.

**KCRHA reserves the right to reopen an RFP if the # of applications are below 3 and/or the applications rated do not meet the minimum rating threshold of 70/100.

***Please contact the Procurement Coordinator for accommodation requests @: RFP@kcrha.org

II.   Background

Background

At any given time, thousands of people experience homelessness in King County, with many of them unsheltered. Three regional public housing agencies (PHAs) - King County Housing Authority, Renton Housing Authority, and Seattle Housing Authority - have received allocations through the U.S. Department of Housing and Urban Development (HUD) that total 1,314 Emergency Housing Vouchers. The EHV program requires collaboration between local PHAs, and the continuum of care (CoC) coordinated entry system to serve people experiencing or at risk of homelessness. As the King County CoC lead entity and coordinated entry administrator, the KCRHA executed a Memorandum of Understanding with each of the PHAs to make referrals into their EHV programs. To implement the MOU responsibilities, the KCRHA also signed Agreements with approximately 80 community-based organizations and other non-profit entities that serve people experiencing homelessness. In return for an allocation of EHV referral opportunities, the EHV Agreements specified the responsibilities for organizations to identify eligible program candidates; and assist them with referral, voucher application, housing search, lease-up, move-in, and at least one year of ongoing tenancy support services. While the EHVs provide assisted households with ongoing rental subsidies, the program did not fund tenancy support services that may serve to ensure long-term housing stability.

This RFP will support the EHV program with supplemental funding to provide housing search and tenancy support for people experiencing homelessness or housing instability who are referred to and housed through the EHV program.

Funding Sources: KCRHA may use a range of funding sources to support the projects awarded through this RFP. Current fund source is expected to include City of Seattle Corporate Payroll Tax (JumpStart) Funds.

Funding Restrictions: All clients must have incomes at or below 30 percent of AMI to be eligible.

Funding Priorities: BIPOCs, people at disproportionate risk of COVID, seniors, people with previous or underlying health conditions and disabilities, pregnant women, unsheltered households, households fleeing domestic violence (DV), intimate partner violence (IPV) and trafficking.

Fund Sources	Amount
City of Seattle - Corporate Payroll Tax (JumpStart)	Up to $2,183,000
Total	**$2,183,000**

III.   Program Scope

The outcome of this RFP will be long-term housing stability for households and individuals referred through and housed by the regional EHV program, and full utilization of the region's allocation of EHV.

The EHV program focuses on assisting people experiencing homeless, at-risk of homelessness, fleeing or attempting to flee domestic violence and/or sexual assault, recently homeless, or have a high risk of housing instability.

Services supported by this RFP will align with the needs of people experiencing homelessness who are referred into and navigated through the EHV program, including housing stabilization for households after they move into housing under the terms of their voucher. The services were detailed in the EHV Agreement, and included:

1. Identify as clients for referral in the EHV program such people experiencing homelessness who accord with COVID prioritization, and support those clients through the EHV application, voucher issuance, housing search and navigation, lease-up, move-in and tenancy process.
2. Provide PHA application assistance for new clients referred through the program to ensure timely and complete applications are made to the PHAs, including assistance with acquiring necessary documentation and identification, including post-application assistance to gather necessary documentation that supports initial self-certifications for application. Such assistance may include:
    a. Assistance with submitting timely application and supporting documentation materials to Coordinated Entry for EHV eligibility screening and referral to the PHAs
    b. Assistance and support to individuals and families with responding to inquiries from the PHAs, attending voucher briefings, and other meetings as needed

3. Provide housing search and for existing and new clients referred through the program to ensure that they successfully utilize their voucher, applying various means that ensure choice and options for clients. Housing search includes assistance with locating rental units, access to public transportation, landlord negotiation, rental application assistance, and overcoming other rental barriers that may emerge.
    a. Housing navigation services to help EHV recipients to lease up in their first unit including but not limited to:
        i. locating rental units for lease;
        ii. Address voucher discrimination
        iii. introductions to landlords with units for lease;
        iv. landlord negotiations;
        v. public transportation resources;
        vi. assistance with completing rental unit applications; and
        vii. overcoming rental barriers as feasible within the timeframe established on the voucher (e.g., existing landlord debt, preparing a rental resume, etc.).
    b. Assistance and support to help EHV recipients with locating financial resources to overcome financial leasing barriers such as:
        i. move-in costs;
        ii. utility arrears and hook-up fees;
        iii. renters' insurance when required by the lease; and
        iv. new unit set up furnishing as needed;
4. Provide tenancy support related case management for new clients referred through the program for a minimum of one year and will be responsive to public housing agency (PHA) and landlord requests for assistance regarding tenancy support for the client. Such services may include:

a. Providing an appropriate level of initial housing stabilization services, which depending on need may include such services as:
   i. counseling on rental lease requirements;
   ii. information about the surrounding community such as schools, jobs, healthcare, grocery, and public transportation;
   iii. landlord negotiations; and
   iv. connections to other ongoing services such as health and social services and any on-going services as necessary, to assure housing stability.

5. Ensure continued capacity for assistance to all housed clients referred by the organization who may need future housing stability assistance to maintain their housing following the one-year requirement noted above.
6. Work with the PHAs to measure outcomes for organization referred clients. KCRHA will make outcome reports available on a regular basis.

APPLICATION

I. Instructions for Application(s)

Applications will be rated based on the information requested in this funding process, a virtual tour/interview, a financial review, and any clarifying information requested by KCRHA. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may not be reviewed nor rated.

Required format for each submitted application:
● Typed, no more than 1700 character per section;
● Submit a Budget Narrative (PDF), and both Personnel and Program budgets (PDF) before uploading to KCRHA grant management system (Fluxx) and;
● Submit Application page as an attachment under "Application Documents"

Write a narrative response to sections A – E. Section G is rated after the completion of each virtual interview/site visit. Answer each section completely according to the questions. Applications will be rated out of 100 points for the following criteria:

A. AGENCY INTRODUCTION (10 POINTS)
1. Explain your agency's history, mission, cultural identity, and experience providing services you are proposing.
2. What is unique about your organization that should be considered when looking across similar applicants?
3. Describe how your staffing model provides, or will provide, culturally relevant, trauma-informed, client-centered housing search and tenancy support.

Rating Criteria - A strong application meets all the criteria below.
- *Experience reflects a history of providing services that are focused on helping individuals gain safety, improve health and racial equity, and address barriers to securing housing.*
- *The agency effectively demonstrates unique features which are needed within the community and Continuum of Care through this funding process.*

B. PROJECT PROPOSAL (20 POINTS)
1. What services or support have been offered to the households you are serving with EHVs so far, and how would this award add supplement or change augment those services?
2. How will your organization ensure clients have the support they need through the process? How will program staff be proactive with client communication?
3. Where will you implement your proposed program(s)? (Region, city, neighborhoods, etc.
4. Who will you serve and how many do you plan to serve annually?
5. When will the project start?
6. Is there any ramp up time needed? If so, please explain.
7. What services or support have been offered to the households you are serving with EHVs so far, and how would this award add supplement or change augment those services?

Rating Criteria - A strong application meets all the criteria below.
- *Applicant has a logical, thorough plan to address the needs identified in this procurement process.*
- *Applicant proposes to implement services within KCRHA's jurisdiction and/or target location(s).*
- *The ratio of direct-service staff to residents supports housing-focused services.*
- *Applicant clearly explains a realistic timeline which aligns with KCRHA's priorities.*
- *Applicant provides detail about the anticipated number of people housed and anticipates serving an underserved population.*

C. RACIAL EQUITY & SOCIAL JUSTICE? (30 POINTS)
1. Describe how your agency supports and empowers low-income Black, Indigenous, and People of Color (BIPOC) communities who have historically experienced systemic oppression.
2. Describe how your agency supports and empowers people living with disabilities, survivors of DV, immigrants/refugees, people living with substance use disorder, co-occurring disorders, people with criminal records, and/or people with limited English proficiency who have historically experienced systemic oppression.
3. Describe how your agency supports and empowers the LGBTQ community who have historically experienced systemic oppression.
4. How does your organization plan to address institutional racism and racial inequity while providing EHV housing search and tenancy support?

Rating Criteria - A strong application meets all the criteria below.
- *Applicant demonstrates how they empower their customers' potential and demonstrates an understanding of the historical systemic forms of oppression which harm the communities they serve.*
- *Applicant has a strong history and/or commitment working with and supporting low income BIPOC communities and individuals impacted by institutional racism.*

D. PARTNERSHIPS (10 POINTS)

1. Describe if you plan to partner with other agencies or other community stakeholders in the implementation of your EHV housing search and tenancy support. How will your plans be accomplished?
2. What role will residents/participants have in planning, implementation, and evaluating your proposed program area(s)?
3. If partnering with other orgs, does your program budget reflect an equitable partnership? (Yes, No, N/A?) Please explain, the rational about how it was developed.

Rating Criteria - A strong application meets all the criteria below.

- *Applicant clearly describes who and how they will partner with other agencies and/or other community stakeholders to accomplish their proposed program.*
- *Applicant effectively communicates how they 'share power' and respond to customer feedback by including customer voice in their planning, implementation, and evaluation of services.*
- *Applicant's budget and explanation reflect an equitable partnership.*

E. DATA AND FISCAL MANAGEMENT (10 POINTS)

1. Describe your agency's experience or ability to collect and manage Homeless Management Information System (HMIS) data.
2. What is your agency's experience gathering and reporting on programmatic data? If your agency has limited experience in gathering and reporting on program data, please describe your capacity-building needs in this area.
   Describe how your agency manages finances, including any financial systems and controls in place.

Rating Criteria - A strong application meets all the criteria below.

- *Applicant has previous experience or explains their knowledge and capacity to collect and manage HMIS data.*
- *Applicant has experience or can meet reporting requirements with state, local and/or federally funded programs.*
- *Applicant adequately describes its revenue, financial health, and financial management system.*
- *Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.*

F. BUDGET PROPOSAL (10 POINTS)

Complete the Proposed Program and Personnel Budget for each program area you are applying for. Do not provide your agency's total budget. Costs should reflect the proposed activities and any additional fund sources directly related to the program area(s) being proposed. In addition to the attached budgets, complete a budget narrative which addresses the questions below.

1. Describe each budget item you are requesting and how you plan to use it, including all personnel allocated to this program budget.
2. Is there any other project funding/revenue or income received from other sources for the proposed program(s) (Individual, Government, Foundation, Fees for Service)? If yes, please provide the source, amount, and summarized allocation to your organization.

Rating Criteria - A strong application meets all the criteria below.

- *Staff positions and qualifications are designed to meet the needs of its customers.*
- *Applicant explains each budget item and its use clearly. Budget items seem logical and cost effective.*
- *If funds are being used from other sources, applicant clearly lists the fund source(s) and budget allocations are clearly explained.*

G. AGENCY INTERVIEW (10 POINTS)

List your availability for a 45-minute virtual tour/interview with your key program staff.

III. Deadline & Completed Application Requirements

A. Application Submittal
1. Upload a completed and signed Application Cover Sheet (Attachment #1).
2. The application <u>must</u> include:
   a. A completed narrative response to sections A. – F.
   b. <u>If</u> you are proposing a partnership or subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative.
   c. List of Board of Directors names and last three meeting minutes.

Completed applications are due by **August 8, 2022, at 5:00PM PST.** Applications must be submitted to Fluxx at: <u>KCRHA Grants Management System</u>. KCRHA advises submitting applications documents in Fluxx several hours prior to the deadline in case you encounter an issue with the system, etc. KCRHA is not responsible for ensuring that applications are received by the deadline. KCRHA reserves the right to deny any applications submitted after the stated deadline.

B. Determination of a Completed Application
KCRHA screens each complete application that is submitted on time. For applicants that are determined "complete", KCRHA will request copies of the following documents if they are not already on file:

1. Current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. Most recent audit reports.
3. Most recent fiscal year-ending Form 990 report.
4. Current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to Master Service Agreement (MSA) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.
7. Proof of Federal <u>System for Award Management</u> (SAM) registration in good standing, if applicable.

Agencies will have five (5) business days from the date of written request to provide the requested documents to <u>financekcrha@kcrha.org</u>. Its highly encouraged agencies prepare these documents in advance.

IV.   Application Checklist

This checklist is to help you ensure your application is complete prior to submission, and to verify KCRHA's expectations. Please do not submit this form with your application.
HAVE YOU…

☐ **Read and understand the following additional documents found on the KCRHA website?**
    ☐ [Proprietary and Confidential Information](#)
    ☐ [KCRHA's Agency Minimum Eligibility Requirements](#)

☐ **Completed and signed the 1-page __Application Cover Sheet__? (Attachment #1, upload in Fluxx) ***
    ● If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.

☐ **Completed each section of the __Narrative__ response for each program area(s) you are applying for? (Enter narrative response for each question in Fluxx)**

    ● A completed narrative response addressing the following:
    ☐ AGENCY INTRODUCTION (10 points)
    ☐ PROJECT PROPOSAL (20 points)
    ☐ RACIAL EQUITY & SOCIAL JUSTICE (30 points)
    ☐ PARTNERSHIPS (10 points)
    ☐ DATA AND FISCAL MANAGEMENT PRACTICES (10 points)
    ☐ BUDGET PROPOSAL (10 points)
    ☐ VIRTUAL INTERVIEW (10 points)

☐ **Uploaded the following supporting documents in Fluxx? ***
    ☐ Roster of your current Board of Directors
    ☐ Minutes from your agency's last three Board of Directors meetings or comparable minutes as outlined in Section III of the application.

☐ ***If you are proposing a significant __collaboration__ with another agency, have you attached a signed letter of commitment from that agency's Director or other authorized representative?**

***These documents do not count against the page limit for the proposal narrative section.*
All applications are due to the King County Regional Homelessness Authority **Monday, August 8, 2022, at 5:00PM PST**.

King County Regional Homelessness Authority
Emergency Housing Voucher (EHV), Housing Search, and Tenancy Support
Application Cover Sheet

1. Applicant Agency:	
2. Application Program Area(s) (enter all that apply):	
3. Households Served (enter all that apply):	
4. How many do you plan to serve annually?	
5. When can you start offering services?	
6. Proposed Location(s):	City/Region: _____
7. Agency Executive Director:	
8. Total Amount being requested:	

9. Agency Primary Contact

Name: Title:

Address:

Email: Phone:

10. Organization Type:

☐Non-Profit   ☐For Profit   ☐Public Agency   ☐Other (Specify):

11. Federal Tax ID or EIN:		12. DUNS #:
13. WA Business License #:		

14. Partner Agency (if applicable):

Contact Name: Title:

Address:

Email: Phone:

Signature of partner agency representative: Date

Authorized physical signature of applicant/lead agency

To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.

Name and Title of Authorized Representative:

Signature of Authorized Representative: Date