



2020 Street to Housing
Request for Qualifications (RFQ) For:
ESG-CV Rapid Rehousing Program

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Seattle Human Services Department

2020 Street to Housing ESG-CV Rapid Rehousing

RFQ GUIDELINES

I. Summary

This RFQ is investing \$8,964,648 from the Emergency Solutions Grant – Coronavirus (ESG-CV) to identify one Rapid Rehousing program provider to participate in the *Street to Housing* program.

The deadline for submitting completed proposals is **Monday, November 23, 2020 at 5:00 PM PST**. This expedited RFQ is competitive and open to any agencies that meet the standard HSD [Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in Section III. Agencies awarded federal ESG-CV funds will need to have, or put in place, controls to ensure compliance with the requirements of federal regulations [at 24 CFR 576, 24 CFR 570](#) and all related requirements, as amended.

Funding for the Rapid Rehousing program will extend through the ESG-CV grant period (September 2022).

Timeline*	
Funding Opportunity Released	Monday, November 9, 2020
**Webinar Information Session <i>(Note: participation and registration is highly recommended, but not required to submit an application)</i> Download WebEx prior to the webinar Need help? http://help.webex.com	Thursday, November 12, 2020 3:00 PM to 4:00 PM RSVP to: lisa.gustaveson@seattle.gov Join from the WebEx app : <ul style="list-style-type: none"> • Meeting number (access code): 146 892 1448 • Meeting password: Z65gUTNxpW3 Dial in: <ul style="list-style-type: none"> • 1-206-207-1700,1468921448##
Last Day to Submit Questions to lisa.gustaveson@seattle.gov	Monday, November 16, 2020
Application Deadline (electronic only)	Monday, November 23, 2020
Notification (Planned)	Wednesday, December 2, 2020
Estimated Contract Start Date	December 2020

*HSD reserves the right to change any dates in the RFQ timeline. Any updates, including responses to questions, will be posted on [HSD's Funding Opportunities webpage](#).

**Please contact the Street to Housing RFQ coordinator for accommodation requests: Lisa Gustaveson at lisa.gustaveson@seattle.gov.

The expedited timeline for this RFQ is driven by the need for immediate action to respond to the COVID-19 pandemic. HSD recognizes this abbreviated timeline could result in logistical and planning challenges for agencies to respond. HSD may decide to repeat the process again in the first quarter of 2021 if an adequate number of applications to meet the program scopes are not received during this solicitation. Agencies who applied for the 2020 *Street to Housing* Rapid Rehousing ESG-CV RFQ may be considered during a second RFQ process.

II. Background

At any time, there are more than 3,738 unsheltered people on the streets of Seattle. People living unsheltered are at increased risk for contracting the COVID-19 virus. The Seattle Human Services Department (HSD) recently announced a new single adult shelter surge that will quickly add approximately 425 new temporary shelter spaces at hotel properties to the over 2,300 units/beds currently operating in Seattle. These new non-congregate hotel shelter spaces will offer a place where unsheltered people can stay safe from COVID-19 and winter conditions while they work with supportive services staff and case managers to access permanent housing. Unlike other Rapid Rehousing programs, the *Street to Housing* program aims to embed Rapid Rehousing program enrollment and support within the single adult shelter surge hotel buildings. HSD estimates that through an expedited process approximately 231 households will be enrolled into the ESG-CV funded Rapid Rehousing.

One-Time Funding Source: The City received [Emergency Solutions Grant - Coronavirus \(ESG-CV\) program](#) funding from the U.S. Department of Housing and Urban Development (HUD) to prevent, prepare for, and respond to COVID-19 among individuals and families who are experiencing homelessness or receiving homeless assistance, and to support additional homeless assistance activities to mitigate the impacts created by coronavirus. These funds are restricted for that use and are available through September 2022. None of the funds provided under the ESG-CV Act may be used to require people experiencing homelessness to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services.

The City of Seattle and King County both received ESG-CV funds. HSD and King County Department of Community and Human Services (DCHS) have been meeting with HUD technical assistance (TA) representatives to strategize on the most effective and efficient way to use these one-time funds. Based on the HUD TA recommendations, DCHS and HSD are focusing on **projects that will assist those experiencing homelessness in finding safe alternatives through investment in shelters/hotels that result in permanent housing through Rapid Rehousing and Permanent Supportive Housing**. The City's *Street to Housing* program will enhance the continuum of comprehensive, housing-focused solutions throughout Seattle to:

1. Preserve life and health through a one-time investment to prevent the spread of COVID-19 in unsheltered homeless populations;
2. Help single adults experiencing unsheltered homelessness in the City of Seattle quickly find safe alternatives to the street through an investment in new temporary non-congregate shelters that focus on rapid exits to permanent housing;
3. Promote system transformation to rapidly exit individuals from shelters to permanent housing.

III. Program Scope

Unlike other Rapid Rehousing programs, the Street to Housing program aims to embed Rapid Rehousing program enrollment and support within the hotel shelter buildings opened during the city's shelter surge effort. This intentional linkage of shelter to Rapid Rehousing programming is designed to produce faster and more successful exits to permanent housing. The onsite Rapid Rehousing provider will focus on identifying housing options, move-in and rental assistance, and case management services and supports.

Access to the program will follow a housing first intervention where services are offered with no preconditions to enrollment other than homeless status. Services and financial support should be tailored to the unique needs of the household through a progressive engagement approach where the minimum amount of services is provided before increasing support to meet the needs of the household. Through the use of ESG-CV, this

program will allow: (1) rental assistance for up to 12 months through September 2022; and (2) rent may exceed the Fair Market Rent established by HUD, if the rent complies with HUD’s standards of rent reasonableness.

RFQ Program	Summary of Program Scope	Provider Profile
Rapid Rehousing	<ul style="list-style-type: none"> • One provider • Focus on participants at hotel shelter locations • Develop partnerships with hotel shelter providers • Adhere to ESG-CV requirements 	<ul style="list-style-type: none"> • Experienced Rapid Rehousing provider including 1) housing location, 2) case management and, 3) financial assistance • Experience managing an ESG or Continuum of Care Rapid Rehousing program • Demonstrated ability to provide culturally responsive services to create positive outcomes for low income Black, Indigenous and People of Color (BIPOC) communities who historically have experienced oppression • Willingness and ability to partner with hotel shelter providers to expedite exits to permanent housing

IV. Requirements

Applicant agencies must adhere to the following:

1. Minimum Eligibility Requirements

Agencies are required to meet the requirements found [here](#).

2. Data Collection and Evaluation

- a. All funded agencies will participate in data collection through King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming. HSD will host the evaluation meetings as needed.
- b. HSD will establish and evaluate performance metrics which will be incorporated into the Service Contract.

3. COVID-19 Safety Guidelines

Agencies are expected to adhere to current, appropriate safety protocols as outlined by [Seattle-King County Public Health](#), to prevent the spread of COVID-19. These protocols may include social distancing, wearing masks, hand washing, and sanitizing surfaces.

4. Duns number and Federal [System for Award Management](#) (SAM) registration in good standing.

Seattle Human Services Department

2020 Street to Housing ESG-CV Rapid Rehousing RFQ

APPLICATION

I. Instructions for Written Application(s)

Applications will be rated only on the information requested in this RFQ, including any clarifying information requested by HSD. Answer each section completely. Do not include cover letters or brochures with your application. Applications that do not follow the required format may not be rated.

Required format for each written application:

- Typed and formatted to letter-size (8 ½ x 11-inch) paper.
- Use one-inch margins, single spacing, and minimum size 11-point font.
- Be no longer than 8 pages (Sections F., G. and requested attachments will not count towards the page limit).

II. Questions & Rating Criteria

Write a narrative response to sections A. – E. Answer each section completely according to the questions. Do not exceed a total of 8 pages for sections A. – E. combined. Applications will be rated out of 100 points for the following criteria:

A. AGENCY EXPERIENCE (25 points)

1. Tell us about your agency's history, experience, and the current work you do related to the Rapid Rehousing program and exits to permanent housing.
2. Describe how your agency will operate this program with COVID-19 safety protocols in place.

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

- Applicant demonstrates experience and understanding of the program scope.
- Applicant has experience operating a Federally funded Rapid Rehousing program.
- Proposed services are focused on assisting participants to secure and maintain housing.
- Applicant has adjusted operations and service delivery to meet [Public Health Seattle-King County COVID-19 Standards](#).

B. STAFFING (15 points)

1. Describe the staff who will have a significant role in designing, delivering, and evaluating these services. What will they be responsible for doing? What is the ratio of staff to participants?
2. How will you expand capacity to begin operating this program by February 2021? What challenges do you anticipate, and what ideas do you have to resolve them?

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

- Staff positions and qualifications are designed to meet the needs of participants.
- The ratio of direct-service staff to participants supports housing-focused services.
- Applicant demonstrates the ability to expand capacity to begin operating the program by February 2021.

C. RACIAL EQUITY (25 points)

1. Describe how your agency supports low income Black, Indigenous and People of Color (BIPOC) communities who historically have experienced oppression.
2. Explain the successes and challenges you have had or anticipate having while providing cultural and language relevant services to BIPOC communities. How has your agency grown and adapted over time? How do you build the leadership capacity of BIPOC staff?

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

- Applicant has a strong history and experience working with and supporting low income BIPOC communities who historically have experienced oppression.
- Applicant understands and is prepared for the challenges they may encounter while providing cultural and language relevant services to BIPOC communities. Applicant demonstrates growth and ability to adapt to changes over time.
- Applicant has a plan to build leadership capacity of their BIPOC staff.

D. PARTNERSHIPS (10 points)

1. Describe how you will partner with program participants, community members, and/or other agencies to execute this program. What role do they play in planning, implementation, and evaluation of your work?
2. The Applicant will participate in an intentional partnering between the Hotel Shelter and the Rapid Rehousing provider. Describe what value you see in this structure and what challenges you anticipate.

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

- Applicant clearly describes who and how they will partner with program participants, community members and agencies in planning, implementation, and evaluation.
- Applicant has considered the partnership arrangement and identified value and potential challenges.

E. FISCAL MANAGEMENT (25 points)

1. Describe how your agency manages finances, including any financial systems you use. Are you financially able to provide services and submit invoices for reimbursement in a timely manner?
2. Describe how you will meet the high demand of maintaining payments to landlords during the period of the project.
3. Describe your experience meeting reporting requirements with Federally funded programs.

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

- Applicant adequately describes its revenue, financial health, and financial management system.
- Applicant can provide services and submit invoices for reimbursement, and cope with changes in funding support.
- Applicant has experience meeting reporting requirements with Federally funded programs.
- Applicants can meet the high demand of payments to landlords.
- 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. CAPACITY BUILDING (Response encouraged, but not rated)

As noted in Guidelines Section I, HSD acknowledges the shortened response time for application submittal and the undefined aspects of some of the program details (i.e. site locations and property details). Successful execution of the goals of the program will require strong partnerships between the City and agency partners. In

that spirit, please describe what challenges you anticipate and what supports you would need to participate in this project.

G. BUDGET (Not rated at this time)

Budget submission are not required at this time, as the intent is to identify qualified agencies who can meet the need of helping unsheltered individuals go from street to housing quickly. Upon selection, selected agencies will be provided with specific program details and will be required to submit a detailed budget with their award package. Budgets will be reviewed and negotiated before contract execution.

III. Deadline & Completed Application Requirements

A. Application Submittal

1. A completed and signed Application Cover Sheet (Attachment 1).
2. The application must include:
 - a. A completed narrative response to sections A. – E. (Sections F and G do not count towards the 8-page limit).
 - b. List of Board of Directors and last three meeting minutes.

Completed applications are due by **Monday, November 23, 2020 at 5:00 PM PST**. Applications must be submitted through the [HSD Online Submission System](#). No faxed, e-mailed, or mailed applications will be accepted.

B. Via HSD Online Submission System <http://web6.seattle.gov/hsd/rfi/index.aspx>

HSD advises uploading application documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline.

C. Determination of a Completed Application

HSD conducts a screening after applications are submitted. HSD will request copies of the following documents if they are not already on file. Agencies will have two (2) business days from the date of written request to provide the requested documents to the RFQ coordinator (lisa.gustaveson@seattle.gov):

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 Agency Service Agreement](#) 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 [System for Award Management](#) (SAM) registration in good standing.

IV. Checklist

2020 ESG-CV Rapid Rehousing RFQ

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

HAVE YOU....

- Read and understood the following additional documents found on the [Funding Opportunities Webpage](#)?**
 - Proprietary and Confidential Information
 - HSD Agency Minimum Eligibility Requirements
 - HSD Client Data and Program Reporting Requirements
 - HSD Contracting Requirements
 - HSD Funding Opportunity Selection Process
 - HSD Appeal Process
 - HSD Commitment to Funding Culturally Responsive Services
 - HSD Guiding Principles
 - HSD Master Agency Services Agreement Sample

- Completed and signed the 1-page Application Cover Sheet? (Attachment 1)***
 - 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?**
 - Must not exceed 8 pages (8 ½ x 11), single spaced, double-sided, size 11 font, with 1-inch margins.
 - Page count does not include the required forms and supporting documents requested in this funding opportunity.
 - A completed narrative response addresses the following:
 - AGENCY EXPERIENCE (25 points)
 - STAFFING (15 points)
 - RACIAL EQUITY (25 points)
 - PARTNERSHIPS (10 points)
 - FISCAL MANAGEMENT (25 points)
 - CAPACITY BUILDING (Response encouraged, but not rated) *

- Attached the following supporting documents?***
 - 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 partnership with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative?***

**These documents do not count against the 8 page limit for the proposal narrative section.*

All applications are due to the City of Seattle Human Services Department **Monday, November 23, 2020 at 5:00 PM PST**. See Section III for submission instructions.

Seattle Human Services
2020 Street to Housing ESG-CV Rapid Rehousing RFQ
Application Cover Sheet

1. Application Program:	<input type="checkbox"/> Rapid Rehousing		
2. Applicant Agency:			
3. Agency Executive Director:			
4. Agency Primary Contact			
Name:		Title:	
Address:			
Email:		Phone:	
5. Organization Type			
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):			
6. Federal Tax ID or EIN:		7. DUNS #:	
8. WA Business License #:			
<p>Authorized physical signature of applicant/lead agency</p> <p><i>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.</i></p> <p>Name and Title of Authorized Representative:</p> <p>Signature of Authorized Representative: _____ Date:</p>			