

**2020 Shelter Surge & Street to Housing  
ESG-CV Rapid Rehousing  
Request for Qualification Information Session  
Thursday, November 12, 2020**



# Introductions



Division Director:  
Diana Salazar



Contract Manager:  
Adrienne Easter



Strategic Advisor:  
Lisa Gustaveson

# Proprietary and Confidential Information

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) states that all materials received or created by the City of Seattle are considered public records. These records include but are not limited to RFP/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q application materials are released to rating committee members and all rating committee members must sign and adhere to the Confidentiality and Conflict of Interest Statement. Personal identifiable information entered on these materials are subject to the Washington Public Records Act and maybe subject to disclosure to a third-party requestor.

Examples of personal identifiable information include:

- First Name
- Last Name
- Date of Birth
- Social Security Number
- Financial Account Number
- Driver's License Number or other State Identification Number

HSD does not require social security numbers on application materials or reports. For doing business with the City or HSD, it is recommended to obtain a federal taxpayer identification (EIN) number.

# Session Agenda

- Introduction
- Scope
  - Funding Sources & Restrictions
  - Two RFQs
    - Shelter Surge
    - Rapid Rehousing ESG-CV
- Timeline
- Requirements
- Submission Instructions
- Review and Rating Process
- Tips
- Appeal Process
- Q & A

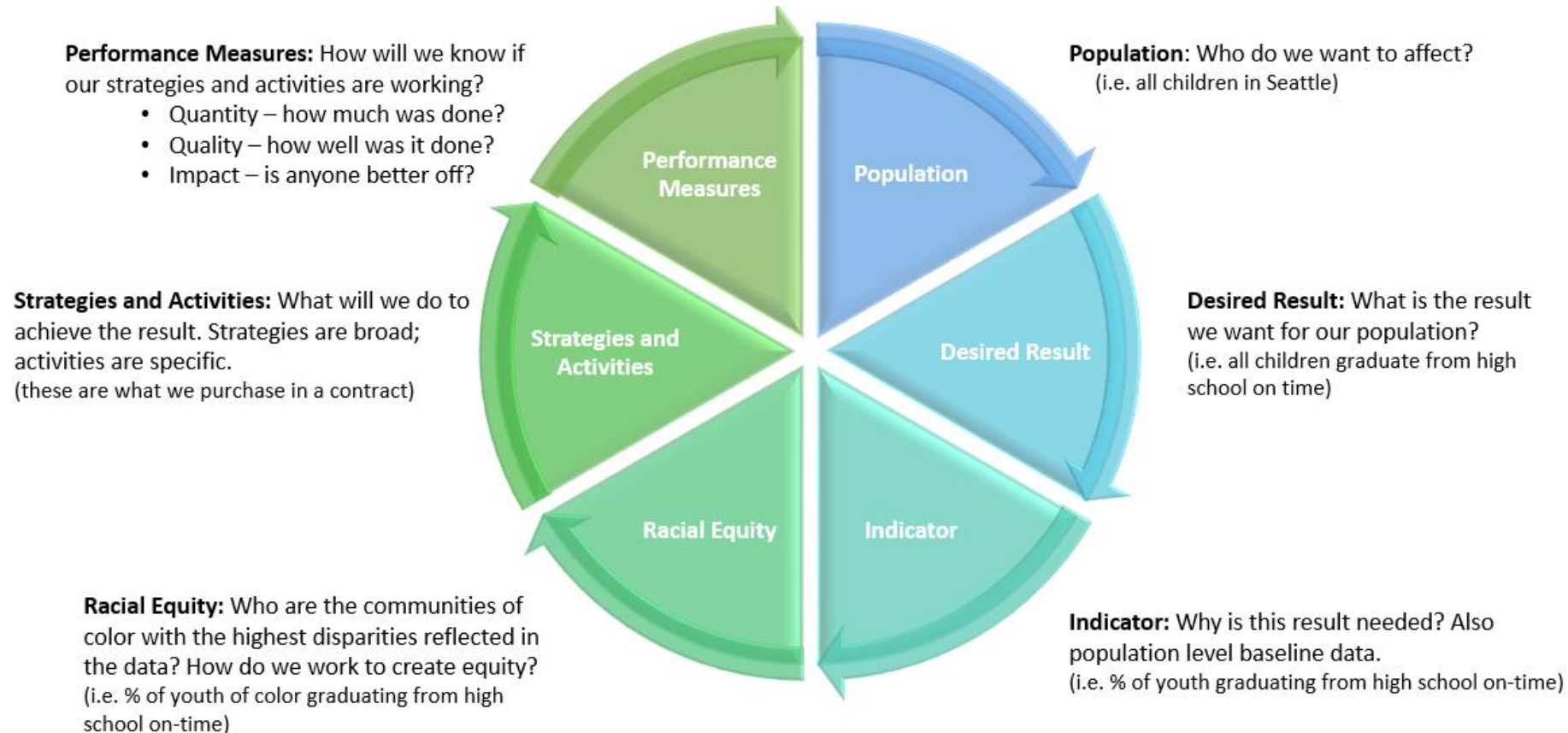


# Timeline

Funding Opportunity Released	Monday, November 9, 2020
Webinar Information Session	Thursday, November 12, 2020   3:00 PM to 4:00 PM
Last Day to Submit Questions to <a href="mailto:lisa.gustaveson@seattle.gov">lisa.gustaveson@seattle.gov</a>	Monday, November 16, 2020
Application Deadline (electronic only)	Monday, November 23, 2020
Notification (Planned)	Wednesday, December 2, 2020
Estimated Contract Start Date	December 2020/ January 2021

# HSD Theory of Change

Uses Results-Based Accountability and leads with race



# Scope & Intent: Two Opportunities

- **The 2020 Shelter Surge RFQ will identify eligible homeless services agencies to operate and provide supportive services at approximately 425 new single adult emergency shelter spaces.**
  - 300 Hotel Shelter Units
  - 125 Enhanced Shelter Units
  - Possible Tiny House Village programs
- **The 2020 Street to Housing ESG-CV Rapid Rehousing RFQ will select one service provider to provide program enrollment and support to participants at the single adult shelter surge hotel buildings.**
  - The onsite Rapid Rehousing provider will focus on identifying housing options, move-in and rental assistance, and case management services and supports. HSD estimates that through an expedited process approximately 231 households will be enrolled into Emergency Solutions Grant - Coronavirus (ESG-CV) funded Rapid Rehousing program.

# #1: Shelter Surge - NEW Operations & Supportive Services

NEW Hotel Shelter	NEW Enhanced Shelter	NEW Tiny House Villages
300 NEW Units at approx. three locations <i>(two to three providers identified)</i>	125 NEW Units at one location <i>(one provider identified)</i>	(Possible) two or three locations NEW <i>(one to two providers identified)</i>
Leased by City for 12 Mos. (one mo. start-up, one mo. ramp down)	Leased by City for 2-years	One year, renewal as property and funding are available
ESG-CV, General Fund, CRF funded	ESG-CV, General Fund, CRF funded	General Fund FY 2021 funded
Start Up Beginning Dec. 2020	Start Up Early Jan. 2021	(Possible) Start Up Early Jan. 2021
Referrals through Unsheltered Outreach & Response Team (Nav.)	Referrals through Unsheltered Outreach & Response Team (Nav.)	Referrals through Unsheltered Outreach & Response Team (Nav.)
<u>Seattle Hotel Employee Protection Laws</u>		
Partner with RRH Provider at 2 sites		
Some operational activities (Meals, laundry, sanitation) may be provided by Hotel entity		



# #2: NEW Rapid Rehousing Program

NEW Rapid Rehousing
Two hotel locations – 10 month stay for single adults referred through Unsheltered Outreach and Response Team (Nav)
One RRH Provider onsite at both hotels – target 231 Single Adult Households
Focus on partnerships between shelter & RRH provider to expedite exit to PH through RRH
ESG-CV funded through September 2022
Start up January/February 2021
Provide: Housing location, 12 mos. of Case Management Financial Assistance

# Requirements

- 1. Minimum Eligibility Requirements** Agencies are required to meet the requirements found at <http://www.seattle.gov/humanservices/funding-and-reports/funding-opportunities>
- 2. Data Collection and Evaluation**
  1. 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.
  2. HSD will establish and evaluate performance metrics which will be incorporated into the Service Contract.
- 3. COVID-19 Safety Guidelines**
  1. 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.
  2. 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.**



# Submission Instructions

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.

**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.

**NO Email or Hand Delivery Submission will be accepted.**

# HSD Online Submission System

- The system is NOT an online Application – no saving
- You may upload files up to a maximum of 100 MB
- Acceptable file types include: .pdf .doc .docx .rtf .xls .xlsx
- There are required fields to be completed. ***Ensure you allow sufficient time to complete the steps in order to submit your application by the deadline.***
- The system automatically sends a confirmation to all e-mail addresses you enter

# Complete Applications

Late applications will not be accepted. **HSD is not responsible for ensuring that applications are received by the deadline.**

Applications must include:

- Application Cover Sheet
- Narrative Response (8-page limit)
- Current Board of Directors roster or comparable
- Minutes from last 3 Board of Directors meetings or comparable

# Rating Criteria

- A. Agency experience (25 points)
- B. Staffing (15 points)
- C. Racial equity (25 points)
- D. Partnerships (10 points)
- E. Fiscal management (25 points)
- F. Capacity building (response encouraged, but not rated)
- G. Budgets (not required, not rated)

# Review and Rating Summary

- Applications submitted
- Rating committee reviews complete applications
  - RRH agency recommendation
  - Shelter surge eligible agency roster (Hotel, Enhanced Shelter, Tiny House Villages)
- Fiscal review
- Final recommendations to HSD Director
  - RRH agency
  - Shelter surge eligible agency roster (Hotel, Enhanced Shelter, Tiny House Villages)
- Agency and public announcement

# Tips

- Follow the required format defined in the Guidelines
- Be specific, detailed when appropriate, and concise
- Answer all questions and in the context of your proposed program(s)
- Answer Section F. Capacity Building (not rated) and identify challenges you anticipate and what supports you would need to be successful



## Tips (continued)

- Have someone else read your application before submitting
- Meet the 8-page limit (Section A-E, F&G do not count)
- Use the application submission checklist
- Start early
- Review the Online Submission Assistance Page for helpful information:  
<http://web6.seattle.gov/hsd/rfi/help.aspx>
- ***E-mail questions by the Q&A deadline Monday, November 16, 2020: Lisa Gustaveson at [lisa.Gustaveson@seattle.gov](mailto:lisa.Gustaveson@seattle.gov)***



# Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process

Grounds for Appeals:

- Violation of policies outlined in the Funding Process Manual
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity

## Appeals Deadlines:

Appeals must be received within four (4) business days from the date of written application status (award/denial)

- A written decision by the HSD Director will be made within four (4) business days of the receipt of the appeal. The HSD Director's decision is final.

No contracts resulting from the solicitation will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.

# Questions?

- Questions & Answers posted on RFP website.
- Only written answers are official.
- Contact Lisa Gustaveson with questions prior to Monday, November 16, 2020.
- Any issues and/or questions about the online submission system, contact Mari Sugiyama, Funding Policy and Process Advisor, at (206) 684-0130 or [mari.sugiyama@seattle.gov](mailto:mari.sugiyama@seattle.gov)