



Seattle Human Services

Equity • Support • Community



Post-Overdose Stabilization and Outpatient Treatment Facilities Request for Qualifications

Information Session
November 2, 2023
11:00 a.m.-12:00 p.m.



Seattle
Human Services
Equity • Support • Community

Welcome

This presentation will be recorded and posted online on the [HSD Funding Opportunity webpage](#).

Please type your name and agency in the chat for attendance purposes.

Land Acknowledgment

We are on the ancestral lands of the Coast Salish Nations, specifically the Duwamish, whose people still steward these lands today.



Introductions

- Ann-Margaret Webb, RFQ Coordinator
- Jeff Sakuma, Strategic Advisor
- Ken Astrein, Senior Community Development Specialist
- Ramlah Ringold Olt, Project Funding & Agreements Coordinator

Session Overview

- What can the RFQ fund?
- Facility requirements
- Application requirements
- Fund source requirements
- Application checklist
- How to submit your application
- What happens next?
- Appeals process



Timeline*

RFQ Released	10/16/23
Last day for questions	11/17/23 by 5:00 p.m.
Applications due	11/28/23 by 12:00 p.m. (noon)
Planned notification to finalists	January 2024
Deadline for appeals from agencies	4 business days after notification
HSD deadline to respond to appeals	4 business days after appeal is submitted
Finalists begin second stage of eligibility review	January 2024
<i>*Dates in timeline may shift slightly</i>	

Highlights

- RFQ is open and competitive
- Up to \$7M federal Community Development Block Grant (CDBG) for one-time appropriation
- Two types of facilities or service spaces are eligible for funding:
 - Post-Overdose Subacute Stabilization Centers
 - Outpatient Treatment Centers
- Agencies that qualify and meet service and capital project criteria advance as Finalists
- Finalists work with HSD staff to determine project eligibility

Background

- Since 2019 in King County, the number of overdose deaths has grown dramatically, increasing by:
 - 20% between 2019 and 2020
 - an additional 39% between 2020 and 2021
 - In 2022, overdose deaths reached 1,001, a 40% increase from 2021
- As of 8/25/2023 there have been 883 overdose deaths, and King County will likely exceed 2022's numbers by over 30%.
- Fentanyl is involved in 70% of all confirmed overdose deaths that occurred in 2022, up from under 10% prior to 2018.

Background

Most disproportionately impacted communities in King County are:

- People experiencing homelessness and living in temporary or supportive housing
- American Indian and Alaskan Native (non-Hispanic) and Black (non-Hispanic) residents
- Communities located in Seattle and South King County, especially downtown Seattle

Eligible and Ineligible Activities

- **Eligible:** acquisition, rehabilitation, new construction
- **Ineligible:** motor vehicles or equipment, fixtures, furnishings, or other personal property not integral to the structure of a facility

(Public Facilities and Improvements in 24CFR 570.201 (c))

Construction of Outpatient Treatment Centers

Outpatient Treatment Centers

For individuals with opioid use disorder and/or other drug dependencies that will offer low-barrier access. In addition, the center will ensure patients are connected to other services and resources to increase clients' adherence to treatment, including long term case management.

Construction of Stabilization Centers

Post-Overdose Subacute Stabilization Centers

For individuals who have experienced an overdose, or any medical emergency related to substance use and who have been evaluated by an Emergency Medical Technician (EMT) and referred to the center.

- Provide medical stabilization for individuals for up to 23 hours
- Harm reduction approach supporting the safe recovery of individuals without judgement or the requirement to stop using drugs
- Goal of preventing future medical emergencies.
- Offer both rapid initiation of medication for opioid use disorder (MOUD) and direct referral to other treatment options in the community.
- Provide care navigation support services to assist individuals as they leave the facility.

Fund Source Guidelines and Requirements

- Fund source is federal Community Development Block Grant (**CDBG**)
- City will commit funds after you meet all eligibility criteria
- Do not sign construction contracts or complete property transactions until required environmental review is completed

CDBG Guidelines and Requirements

- **CDBG Eligibility and National Objective Requirements:** City expects your project will benefit Low- and Moderate-Income (**LMI**) persons to meet these requirements
- **Data Collection:** Collect client data to document how your project meets – and continues to meet – the National Objective
- **National Environmental Policy Act (NEPA) Requirement:** Analyzes Historic Properties, Floodplains, Wetlands, Noise, Contamination and Toxic Substances, Air Quality, Water Quality, Endangered Species, Clear Zones, and Environmental Justice

CDBG Guidelines and Requirements

- **Forgivable Loan:** Award arrives as forgivable loan and includes promissory note. Awards over \$375,000 also include deed of trust and restrictive covenant.
- **Continuing Use Requirements:** Must serve LMI persons for 5-20 years. 51% or more of service recipients must be LMI. May have to repay your award amount plus interest if you do not continue to serve this population.
- **Single Audit Act** (formerly known as OMB Circular A-133 Audit): Required for agencies that receive more than \$750,000 in federal funds in a fiscal year.

CDBG Guidelines and Requirements

- **Procurement Requirement:** Goods and contracted services > \$250,000 procured in open, competitive process.
Construction project over \$250,00?
Then public ad, sealed bid process, lowest responsive bidder wins.
- **Federal Prevailing Wages and Section 3 Requirements:** Request formal wage determination from City **before** public bid ad. General contractors must promote training, employment to low-income persons. City to work with you on contractor bid package, construction contract.
- **Uniform Relocation Act (URA), if applicable:** Projects involving acquisition of property may be subject to URA. Anyone displaced by your project may be entitled to a comparable unit, replacement housing payments, moving expenses.

Capital Project Questions

- Property site control
- Describe the physical construction work or site acquisition
- Will your new physical space be accessible to people with disabilities?
- Financing alternatives/scope reduction

Service Questions

- In addition to the **Facilities (CDBG) Questions**, there are **Service Questions** that must be answered, and will be scored.
- The RFQ will not provide any funding for services, but agencies must provide services at the completed space or facility.

Service Questions

- A. Program Design and Delivery (30 points)
- B. Capacity and Experience (40 points)
- C. Data Collection (10 points)
- D. Budget and Finance (20 points)

Funding Process Resources

[These documents can be found on the HSD Funding Opportunities webpage](#)

- [HSD Agency Minimum Eligibility Requirements](#)
- [HSD Client Data and Program Reporting Requirements](#)
- [HSD Contracting Requirements](#)
- [HSD Funding Opportunity Selection Process](#)
- [HSD Appeal Process](#)
- [HSD General Terms and Conditions Agreement Example](#)

What Needs To Be In Your Application

1. A completed application checklist
2. A completed and signed two-page Application Cover Sheet
3. A completed Narrative response – Sections VI. Service Questions and VII. Facilities (CDBG) Questions
4. A completed Excel workbook, including:
 - Capital Project Schedule
 - Capital Project Budget
 - Capital Project Funding Summary
 - Operations and Services Implementation Schedule
 - Operations and Services Budget
 - Operations and Services Funding Summary
5. Site Control Verification
6. If you are proposing a significant collaboration or subcontract with another agency, attach a signed letter of intent or collaboration from that agency's Director or other authorized representative.
7. If your board has adopted a current agency strategic plan, please attach a copy.

How To Submit Your Application

- Applications can be submitted online or via email (see next slides)
- No faxed, mailed or in-person submissions
- Applications must be complete and on-time. HSD is not responsible for ensuring that applications are received by the deadline.
- Applications due: **November 28 by 12:00 p.m. (noon)**

How To Submit Online

Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>

Upload your application early in case you have an issue with your internet or computer

Not an online application – can't save your work

Upload files up to a maximum of 100 MB

Accepts: .pdf .doc .docx .rtf .xls .xlsx

System automatically sends a confirmation to your email

If you have trouble submitting your application via the online system, contact the funding process advisor: Sola Plumacher at sola.plumacher@seattle.gov

How To Submit by E-mail

Email: [HSD RFP RFQ Email Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)

Email attachments are limited to 30 MB

The subject heading must be titled: 2023 Post-Overdose Stabilization and Outpatient Treatment Facilities RFQ

Any risks associated with submitting a proposal by email are borne by the applicant.

Applicants will receive an email acknowledging their application has been received.

If you don't receive an email acknowledgement, contact the Funding Process Advisor, Sola Plumacher at sola.plumacher@seattle.gov

What Happens After Applications Are Submitted

- Review committee scores written applications
- HSD may ask applicants clarifying questions
- Review committee recommends Finalists
- Recommendations go to HSD Director for approval
- Applicants notified
- Appeals
- Finalists begin working with HSD staff

Appeal Process

- Applicants have the right to appeal on the following grounds:
 - 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
 - Appeal Deadline: 4 business days from the date of written award/denial status
- HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.

Where To Ask Questions

- Send RFQ questions to: Ann-Margaret Webb, RFQ coordinator, at: ann-margaret.webb@seattle.gov
- Deadline for receiving questions: November 17 by 5:00 p.m.
- All Q & A will be posted on [HSD Funding Opportunity](#) webpage (5 business days)
- Only written, posted answers are official responses

Questions?

