



**City of Seattle  
Human Services Department**

## **Basic Shelter for Families**

### **2014 Letter of Intent**

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**City of Seattle  
Human Services Department  
Basic Shelter for Families  
2014 Letter of Intent**

**LETTER OF INTENT GUIDELINES**

**I. INTRODUCTION**

The City of Seattle Human Services Department is issuing this Letter of Intent (LOI) in response to City Council Green Sheet 83 2 A 1, which added \$200,000 in General Fund to provide basic emergency shelter for up to 30 homeless families a month in Seattle. Funding may be used for additional capacity in existing family shelters, or new capacity in new family shelters. Awards for funding will cover the period of April 1, 2014-December 31, 2014.

Per Green Sheet 83 2 A 1, to the extent possible, families will be paired with rental assistance, rapid rehousing or other best practices on the day they enter shelter. The goal is to move families out of shelter within 30 days.

Agencies currently contracted by the Community Support and Assistance (CSA) Division to provide services for homeless families are eligible to apply for funding through this LOI.

**Eligible Agencies**

Catholic Community Services  
Compass Housing Alliance  
El Centro de la Raza  
First Place  
Interim CDA  
Low Income Housing Institute  
Mary's Place  
Muslim Housing Services  
Neighborhood House  
Refugee Women's Alliance  
Seattle Indian Center  
Solid Ground Washington  
Wellspring  
YWCA of Seattle-King County-Snohomish County

All materials and updates to the LOI are available at: [www.seattle.gov/humanservices/funding/](http://www.seattle.gov/humanservices/funding/). If you have any questions about the LOI Guidelines or Application process, please send questions to: Ann-Margaret Webb, LOI Coordinator, at [ann-margaret.webb@seattle.gov](mailto:ann-margaret.webb@seattle.gov)

## II. TIMELINE

Letter of Intent Released	Monday, January 27, 2014
Information Session	Friday, January 31, 2014 9:30 a.m.-10:30 a.m. Seattle Municipal Tower 700 5 <sup>th</sup> Avenue 40 <sup>th</sup> floor, Room 4050/4060
Final Day for LOI Related Questions	Friday, February 7, 2014 by 12 p.m.
Proposals Due	Friday, February 14 by 12:00 p.m. <b>NO LATE PROPOSALS WILL BE ACCEPTED</b>
Planned Award Notification	Wednesday, March 5, 2014
Contracts Begin	Tuesday, April 1, 2014

An Information Session will be held to review the LOI and answer questions. Agency representatives should plan to attend the Information Session. Questions and answers elicited during the Information Session, and questions otherwise answered by the LOI Coordinator, will be posted online at: [www.seattle.gov/humanservices/funding/](http://www.seattle.gov/humanservices/funding/). Questions submitted outside of the Information Session should be submitted to the LOI Coordinator via email; agencies will receive a response via email. The final day to ask questions related to the LOI is Friday, February 7, 2014 at 12 p.m., in order to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

## III. PROGRAM REQUIREMENTS

### A. Performance Commitments

The goal of HSD LOI investments is to provide homeless families with safe, culturally appropriate shelter and resources that help reduce their housing barriers and enable them to obtain permanent housing. Agencies will report on client outcomes through performance commitments that address these goals. Specific numerical goals for performance commitments will be determined during contract negotiation.

### B. Reporting Requirements

The agency awarded funding will submit regular status reports and data demonstrating the effectiveness of services provided in achieving the program’s milestones, performance goals and objectives. All reports shall be submitted to HSD by the appropriate deadlines. If

reports are not received in a timely manner or not completed, invoices will be held for payment until all pending reports are received and approved.

**C. Homeless Management Information System (HMIS) Participation**

Safe Harbors HMIS is a countywide data management tool designed to facilitate data collection on programs serving homeless individuals and families in order to improve human service delivery throughout King County. Participation in the Safe Harbors HMIS is required of all agencies receiving funding through this LOI.

**D. Participation in Family Housing Connection and the Family Homelessness Initiative**

The agency awarded funding will receive referrals for the shelter from Family Housing Connection, and will participate in the Family Homelessness Initiative. Additional information related to these requirements can be found in Appendix 1, Participation in the Family Homelessness Initiative.

## IV. CONTRACTING REQUIREMENTS

- Any contract resulting from this LOI will be between the City of Seattle Human Services Department and the applicant organization.
- Contracts may be amended to ensure that services and outcomes align with community needs, or changes in availability of funding.
- Contractors will be required to comply with the Terms and Conditions of the Human Services Department Master Agency Service Agreement (MASA). These requirements shall be included in any contract awarded as a result of the LOI and are not negotiable. A copy of the MASA is available at <http://www.seattle.gov/humanservices/funding/>.
- HSD will attach Exhibits and Attachments to all resulting contracts which will further specify program terms, rules, requirements, guidelines and procedures.
- Contractors will be required to maintain books, records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of seven (7) years after completion of work.
- Contractors must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.

- All programs funded through this LOI must publicly recognize HSD’s contribution to the program.
- Contractors will maintain a public liability insurance policy with a minimum limit of \$1,000,000, naming the City of Seattle as insured.
- Contractors must have the capacity to protect and maintain all confidential information gained by reason of this contract against unauthorized use, access, disclosure, modification or loss.

## V. SELECTION PROCESS

Agencies must demonstrate the capacity to meet all of the program requirements. All interested parties must submit a complete proposal packet to be considered for funding. Proposals must meet minimum eligibility qualifications to be evaluated by members of the review committee. An eligibility screening will verify that: (1) an agency is currently contracted by CSA to provide services to homeless families, (2) the proposal is complete (responds to all questions and includes all of the items included on the checklist) and is submitted on time.

Each proposal will be evaluated and rated on whether the program demonstrates capacity to meet the requirements listed in the LOI. The review committee will forward its funding recommendations to the HSD Director. Notification of funding will be sent to the Executive Director of the applicant organization.

HSD reserves the right to make award without further discussion of the proposal submitted. Therefore, the proposal should be submitted on the most favorable terms. If the proposal is selected for funding, the proposer should be prepared to accept the proposed terms for incorporation into a contract resulting from this LOI process.

HSD also reserves all rights not expressly stated in this process, including making no awards or awarding partial funding and negotiating with any proposer regarding the funding amount and other terms of any contract resulting from this LOI.

## VI. APPEAL PROCESS

A proposer is any legal entity that has responded to a formal process (Request for Investments (RFI), Request for Qualifications (RFQ), Request for Proposals (RFP), Letter of Intent (LOI), bid requests, notice of funding availability or similar process) conducted by the Human Services Department (HSD) in soliciting applications for the provision of defined services. Proposers have the right to protest or appeal certain decisions in the award process made by HSD.

**Grounds for Appeals:** Only an appeal alleging an issue concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest;
- Errors in computing scores;
- Violation of policies or guidelines established in the LOI; and/or
- Failure to adhere to published criteria and/or procedures.

**Appeals Deadlines:**

- The Human Services Department will notify all proposers in writing of the acceptance or rejection of the proposal, and if appropriate, the level of funding to be allocated.
- Within ten (10) working days from the date of the written notification, the proposer may submit a written appeal to the HSD Director.
- The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision of the HSD Director will be made within ten (10) working days of the receipt of the appeal. The HSD Director's decision is final.
- If an appeal is filed, no new contracts resulting from the solicitation may be finalized until the appeal process is completed or the appeal resolved. An appeal may not prevent HSD from issuing an interim contract for services to meet critical client needs.

**Appeals Form and Content:**

A notice to HSD staff that a proposer intends to appeal does not reserve the right to an appeal. The proposer must actually file an appeal within the required deadlines, and following proper format. A casual inquiry, complaint, or an appeal that does not provide the facts and issues, and/or does not comply with the form, content or deadlines herein, will not be considered or acted upon as an appeal.

All appeals shall be in writing and state that the proposer is submitting a formal appeal. Deliveries by hand, e-mail or fax are acceptable. HSD is not responsible to assure an appeal is received by HSD within the appeals deadlines. If HSD staff does not receive the appeal in a timely manner, the protest can be rejected. Address the appeal to:

Catherine Lester, HSD Interim Director  
700 5<sup>th</sup> Ave., Suite 5800  
P.O. Box 34215  
Seattle, WA 98124-4215  
[Catherine.Lester@seattle.gov](mailto:Catherine.Lester@seattle.gov)

Include the following information in your appeal letter. Include all information you want considered within the package you submit. Failure to provide the following information can result in rejection of your appeal if the materials are not sufficient for HSD to adequately consider the nature of your appeal:

- a. Agency name, mailing address, phone number, and name of individual responsible for submission of the appeal;
- b. Specify the RFI/RFQ/LOI title;
- c. State the specific action or decision you are appealing;
- d. Indicate the basis for the appeal including specific facts;
- e. Indicate what relief or corrective action you believe HSD should make;
- f. Demonstrate that you made every reasonable effort within the RFI/RFQ/LOI schedule to resolve the issue, including asking questions, attending information sessions, seeking clarification, and otherwise alerting HSD to any perceived problems; and
- g. Signed by an authorized agent of the Agency.

**Appeals Process:**

The HSD Director will review the appeal. All available facts will be considered and the HSD Director shall issue a final decision. This decision shall be delivered in writing by e-mail, fax, or mailed notice to the proposer making the appeal.

Each written determination of the appeal shall:

1. Find the appeal lacking in merit and uphold the City action; or
2. Find only immaterial or harmless errors in HSD’s LOI process and therefore reject the appeal; or
3. Find merit in the appeal and proceed with appropriate action, which may include but is not limited to rejecting all intended awardees or re-tabulating scores.

If HSD finds the appeal without merit, HSD may continue with the funding process or enter into a contract with the successful proposer(s) if the contract has not been previously signed. Even if the appeal is determined to have merit, HSD may issue an interim contract for services to meet critical client needs. Nothing herein shall diminish the authority of HSD to enter into a contract, whether an appeal action or intention to appeal has been issued or otherwise.

**VII. LIST OF APPENDICES**

- Appendix 1: Participation in the Family Homelessness Initiative
- Appendix 2: Minimum Shelter Standards
- Appendix 3: Performance Commitments



## Appendix 1: Participation in the Family Homelessness Initiative

Contract requirements related to participation in the Family Homelessness Initiative are summarized below.

### 1. Participation in Family Housing Connection (FHC):

- a. The Contractor shall commit to utilizing Family Housing Connection, exclusively, when filling vacancies in the program receiving funding under this exhibit unless an exception for participation is granted by the FHC administrator, Catholic Community Services in accordance with the FHC Policies and Procedures. The Contractor shall work with the FHC administrator and follow FHC system protocols for participating agencies.
- b. The Contractor shall work with Catholic Community Services to complete a program inventory for any new program receiving funding under this exhibit, to be used as the basis for client referrals through Family Housing Connection.
- c. Acknowledging the paramount need for confidential domestic violence shelter to offer confidential services to protect the safety of survivors of domestic violence, said programs shall be exempt from filling vacancies through FHC. Contractors are required to work with FHC so that shelter clients will have access to additional homeless housing resources as needed, after their stay in the confidential shelter.

### 2. Participation in the County-wide Family Homelessness Initiative

- a. The Contractor shall participate, to the extent that staff resources are available, in workgroups and forums sponsored by the Family Homelessness Initiative in King County. In addition, the contractor shall identify staff to participate in opportunities for professional development training and learning circles sponsored by the Family Homelessness Initiative in King County to further build capacity and expertise in serving families experiencing homelessness.
- b. The Contractor shall commit to participating in the County-wide Family Homelessness Initiative Conversion Process by actively engaging in the analysis and alignment of all time-limited programs receiving funding under this exhibit, including an implementation plan for conversion.

## Appendix 2: Minimum Shelter Standards

Agencies must clearly demonstrate that shelters meet facility, operational, and service standards that address safety, cleanliness, and accessibility.

### A. Access to Shelter Services

1. The shelter must be in compliance with the Americans with Disabilities Act (ADA), including allowing access to assistive animals. This website provides useful information. <http://www.hud.gov/offices/fheo/progdesc/title8.cfm>
2. The shelter must have a policy regarding service restrictions (barring), and clients must be made aware of this policy upon admission or as soon as reasonably possible.
3. The agency providing these shelter services is required to have a non-discrimination policy in place that protects the rights of those being served and those employees and/or volunteers related to the shelter program. The non-discrimination policy should be in alignment with the laws and policies outlined by the City of Seattle Office for Civil Rights <http://www.seattle.gov/civilrights/discrimination.htm>.
4. It is expected that the shelter will be accessible to transgendered clients in their self-defined gender. The shelter will support the choices of these clients to gain access to services in the gender they identify and will best preserve their safety.
5. The shelter must provide supports for children and ensure that the school-related and treatment needs of children are met on-site and/or through referral to community-based services.

### B. Client Rights and Responsibilities

1. Shelters will have a written policy concerning the rights and responsibilities of clients, including a process for documenting and resolving complaints. The policy must be posted in a common area of the program and/or be communicated to clients in other ways such as during intake, admission and program meetings.
2. Shelters will seek input from current and/or former clients in areas of program planning, program development, policy development and program evaluation. Means of soliciting input may include exit interviews, discharge surveys, interviews, surveys, focus groups, and/or client meetings.

### C. Health

1. Shelters must have written policies and procedures for preventing and controlling communicable diseases. Policies should include components on universal precautions/blood borne pathogens, tuberculosis, and other infectious diseases. The

policies must have been developed in consultation with and/or reviewed by Public Health—Seattle & King County. Tuberculosis policies should follow guidance made available in *Tuberculosis Prevention and Control Guidelines for Homeless Service Agencies in Seattle-King County, Washington*. General information and guidelines covering various health standards are available at <http://www.kingcounty.gov/healthservices/health/communicable/TB.aspx>.

2. If no such policy on communicable diseases currently exists, shelters must document its plan for establishing such a policy within six months of being funded as a result of this funding process.
3. Per Washington law banning smoking in workplaces or within 25 feet of workplaces, no smoking should be allowed in any service spaces. (Revised Code of Washington, [RCW 70.160](#))
4. Shelters must have a process for internal reporting and reviewing of health and safety incidents. It is highly recommended that agencies have a safety committee or similar vehicle through which to process incident reports.

#### **D. Staff Health**

1. Shelters must inform staff prior to hiring them, and volunteers prior to placing them, of health risks they may encounter in working at the program, such as exposure to TB and other communicable diseases. Shelters should have a practice of encouraging staff and volunteers to update their immunizations per the Centers for Disease Control's recommendations for adult immunizations. If appropriate based on results of agency self-assessment as detailed in *Tuberculosis Prevention and Control Guidelines for Homeless Service Agencies in Seattle-King County, Washington*, staff and volunteers should undergo TB tests.
  2. Within 30 days of the start of employment or volunteer placement, staff and volunteers will be provided with information/orientation on the following:
    - Prevention of transmission of communicable diseases, including TB;
    - Procedure for dealing with occupational exposure to blood or bloody body fluids;
    - Protocols for response to individual cases or outbreaks of infectious disease;
    - Information on community health care resources.
  3. Educational updates for all staff will be provided as often as necessary to reinforce safe work practices, but at least annually.
  4. Shelters are strongly encouraged to have at least one person certified in First Aid and CPR on duty at all times.
-

### **E. Food Safety and Nutrition**

1. If food service is provided in shelters, it must be prepared, handled, and stored in a sanitary manner to prevent the spread of food-borne illness, as per the Public Health—Seattle & King County guidelines. This includes foods prepared on site, foods brought to the shelter from another location, and donated foods.
2. Shelters that provide meals should make efforts to provide nutritious food and respond to needs of: clients on special diets for common medical conditions, such as diabetes and cardiovascular disease; clients with ethno-cultural and religious diets.
3. Shelters that are serving foods with potential allergens, such as peanuts, nuts and shellfish, must alert clients.

### **F. Environment / Physical Facility**

1. The shelter must meet local zoning, building, housing, occupancy, fire, health, and safety codes.
2. The shelter must provide at minimum a mat, bed, or cot for each resident. A process must be in place to sanitize mats on a regular basis and always between uses by different residents. There must be a process to ensure linens are laundered regularly, and that linens are always changed between uses by different residents. Cribs must be provided for all children less than two years of age.
3. Facilities must be kept in a safe and sanitary condition, and be in good repair with proper ventilation, lighting and temperature control. A written maintenance plan must exist.
4. Restroom facilities and washbasins, with appropriate hygienic supplies and/or equipment, must be provided in an appropriate number and configuration for the type of facility and its capacity in accordance with local codes. Shelters must have hot and cold running water. A cleaning and maintenance schedule must be in place that includes sanitizing showers and restrooms on a regular basis.
5. Shelters are strongly encouraged to have hand-cleaning stations, such as dispensers of alcohol-based hand sanitizer, near entry doors and/or reception desks.
6. Shelters must have a policy for handling sharps (injection equipment, hypodermic needles, and other instruments used to pierce the skin), and as appropriate provide sharps containers in the environment and ensure appropriate disposal.

7. Shelters must have policies regarding storage for client belongings. Whenever possible, shelters should provide secure storage for clients while they are utilizing services. Shelters may determine they do not provide assistance with storage, and that clients are fully responsible for their own belongings. If this is the case, the shelter should have a policy stating this. If the shelter does provide secure space for storage, the shelter must have an appropriate policy detailing storage administration. If no such policy currently exists, the shelter must document its plan for establishing such a policy within three months of being funded.
8. In facilities serving children, there must be evidence of appropriate childproofing measures, including: childproof electrical outlets; precautions on floors above ground to prevent children from falling out of windows (e.g., locked screens or other barriers); doors that open from inside without a key; and precautions, such as stairwell gates, to protect children from fall-related injuries, burns, and other injuries). Shelters are also expected to ensure the safety of playground equipment, toys, and diapering areas.

#### **G. Safety Standards**

Shelters must:

1. Have a complete and accessible First Aid Kit that is stocked with sufficient supplies.
2. Have equipment for infants (cribs, highchairs, and playpens) that conform to local, state, and federal safety requirements.
3. Have appropriate emergency, evacuation, and fire safety plans and provide ongoing training for staff on these plans.
4. Have a phone available during hours of operation for reporting emergencies.
5. Handle and store any hazardous materials, including cleaning supplies, appropriately.
6. Have a plan and process for reporting child and elder abuse and domestic violence.
7. Have a security plan to deter theft and harm to clients and staff.
8. A weapons policy designed to ensure the safety and security of all clients and staff must be included in this plan.

## Appendix 3: Performance Commitments

Agencies will report on client outcomes through performance commitments. Specific numerical goals for performance commitments will be determined during contract negotiation.

Examples of performance commitments are shown below.

- Unduplicated homeless families meet their emergency or immediate shelter needs.
- Homeless individuals or families enter non-time limited housing.
- Homeless families who enter non-time limited housing remain for more than 6 months following placement.



City of Seattle  
Human Services Department  
Basic Shelter for Families

2014 Letter of Intent

## APPLICATION INSTRUCTIONS AND MATERIALS

This Instructions and Materials Packet contains information and materials for agencies responding to the Basic Shelter for Families Letter of Intent (LOI) Guidelines. The LOI Guidelines is a separate document that outlines the LOI submission and award process and provides more details on the service and funding requirements.

### I. SUBMISSION INSTRUCTIONS & DEADLINE

**Completed proposal packets are due by 12:00 p.m. on Friday, February 14, 2014.**

Proposal packets must be received in person, by mail, or electronic submission. No faxed or e-mailed proposals will be accepted. Proposals must be received and date/time stamped by the 12:00 p.m. deadline. Late proposals will not be accepted or reviewed for funding consideration.

- Electronic Submittal: Proposals may be submitted electronically via HSD's Online Proposal Submission System at <http://web1.seattle.gov/hsd/rfi/index.aspx>.
- Hand Delivery or US Mail: The proposal packet can be hand-delivered or mailed to:

Seattle Human Services Department  
LOI Response – Basic Shelter for Families  
Attn: Ann-Margaret Webb

*Delivery Address*  
700 5<sup>th</sup> Ave., 58<sup>th</sup> Floor  
Seattle, WA 98124-4215

*Mailing Address*  
P.O. Box 34215  
Seattle, WA 98124-4215

## II. FORMAT INSTRUCTION

- A. Proposals will be rated only on the information requested and outlined in this LOI. Do not include brochures, or letters of support. Proposals that do not follow the required format will be deemed unresponsive and will **not** be rated.
- B. The proposal should be typed or word processed on double-sided, letter-sized (8 ½ x 11-inch) sheets. Please use one-inch margins, single spacing, and minimum size 12-point font.
- C. The narrative may not exceed a total of five (5) pages. The Cover Letter, Budget and other required forms do not count toward the five (5)-page limit.
- D. Please format your response in the order of the questions. You do not need to rewrite the questions.
- E. Complete and attach the required forms, which can be found in Section VI, Proposal Attachments.

## III. PROPOSAL NARRATIVE AND FORMS

### A. Proposal Cover Letter (Attachment 1)

- Complete Attachment 1: Proposal Cover Sheet  
The Cover Sheet must be completed and signed by the Agency representative authorized to submit the proposal to HSD.

### B. Narrative (90 out of 100 points)

#### 1. Shelter Model (25 points)

Describe the shelter model your agency is proposing, including services to be offered, hours of operation, location, number and type of staff to be used (paid, volunteer, combination), including their training, education and experience working with homeless families. Describe the space to be used for the shelter and how it fits the model proposed. Describe any resources you plan to leverage.

#### 2. Population to be Served (15 points)

Describe how the shelter will accommodate the following populations and ensure their privacy and safety: families with male head of households, families with male children, large families, refugee and immigrant families, families with disabilities, and families with infants and young children.



**3. Agency Experience (25 points)**

Describe your agency's experience and success providing culturally appropriate, trauma informed, wrap-around services for homeless families. Describe the resources, including partnerships and referrals, to be used to serve families. Provide specific data that illustrates your agency's successes in these areas.

**4. Agency Capacity (15 points)**

Describe your agency's capacity to have the shelter open and receiving families from FHC within 30 days of receiving notification of funding, for an estimated start date of April 5. If a later start date is anticipated, identify that date and indicate what steps would need to be taken to become operational.

**5. Participation in Family Homelessness Initiative/Family Housing Connection (10 points)**

Has your agency participated in the Family Homelessness Initiative (FHI)? If yes, please provide specific examples of this participation. Does your agency currently accept referrals from Family Housing Connection (FHC) for all of your family homelessness programs? If yes, please indicate which programs currently accept referrals. If your agency has not participated in FHI and/or FHC, please indicate your willingness to participate and your plan to participate.

**C. Budget (10 out of 100 points)**

- Complete Attachment 2 : Proposed Program Budget Summary  
The budget form should reflect the costs for April 1, 2014-December 31, 2014, for the proposed program only, not the agency's total budget. Be sure to provide sufficient detail, as requested in the budget forms, using the BARS Classification of Expenditures format. (See Attachment 4, Classification of Expenditures Guidelines.)
- Complete Attachment 3: Personnel Detail Form  
Indicate source of funding for each position and break out specific personnel benefits, i.e., FICA, pensions/retirement, industrial insurance, health/dental care, and unemployment compensation. The number and type of personnel included must be reflective of the type(s) of service and level of performance proposed.

## IV. RATING CRITERIA

### 1. **Shelter Model (25 points)**

Describe the shelter model your agency is proposing, including services to be offered, hours of operation, location, number and type of staff to be used (paid, volunteer, combination), including their training, education and experience working with homeless families. Describe the space to be used for the shelter and how it fits the model proposed. Describe any resources you plan to leverage.

Criteria:

- Shelter hours of operation are sufficient to allow families time to get adequate rest. Recognizing that 24 hour access works best for families, at a minimum, the shelter should open no later than 5 p.m. and close no earlier than 8 a.m.
- If a meal or hygiene services are to be offered, there is sufficient time for families to avail themselves of these services and get adequate rest.
- Staff or volunteers have training, education and experience serving homeless families.
- There is sufficient staff or volunteers to appropriately deliver the services as described in the proposal.
- There is sufficient staff or volunteers to ensure the safety of the shelter residents.
- Agency has the available space to provide shelter to the number of families they have indicated they wish to serve, or has a plan in place to rapidly acquire a suitable space. The space described is appropriate for use as a family shelter (clean, safe, fits the model described in the proposal).

### 2. **Population to be Served (15 points)**

Describe how the shelter will accommodate the following populations and ensure their privacy and safety: families with male head of households, families with male children, large families, refugee and immigrant families, families with disabilities, and families with infants and young children.

Criteria:

- Agency describes a plan to accommodate special populations that provides for the unique cultural, health, safety and personal needs of families.
- The shelter model described provides adequate privacy and safety for families, including same-sex and male headed households.

### 3. **Agency Experience (25 points)**

Describe your agency's experience and success providing culturally appropriate, trauma informed, wrap-around services for homeless families. Describe the resources, including partnerships and referrals, to be used to serve families. Provide specific data that illustrates your agency's successes in these areas.

Criteria:

- Agency provides specific examples of providing wrap-around services for homeless families.
- Agency has experience delivering trauma-informed, culturally appropriate services to homeless families.
- Agency is able to list resources (staff, expertise, partners, and connections to mainstream resources) that will assist them in working with families.
- Agency is able to provide HMIS data that illustrate number of families successfully served.

**4. Agency Capacity (15 points)**

Describe your agency's capacity to have the shelter open and receiving families from FHC within 30 days of receiving notification of funding for an estimated start date of April 5. If a later start date is anticipated, identify a timeline that includes a start date and indicate what steps would need to be taken to become operational.

Criteria:

- Agency indicates they have the capacity to start operations approximately April 5, 2014.
- Staffing and space are already in place, or a plan has been described to obtain them.
- If additional time is needed, agency has provided a realistic, detailed timeline with a start date.

**5. Participation in Family Homelessness Initiative/Family Housing Connection (10 points)**

Has your agency participated in the Family Homelessness Initiative? If yes, please provide specific examples of this participation. Does your agency currently accept referrals from Family Housing Connection for all of your family homelessness programs? If yes, please indicate which programs currently accept referrals. If your agency has not participated in FHI and/or FHC, please indicate your willingness to participate and your plan to participate.

Criteria:

- Agency has participated extensively in FHI. (Can provide recent, specific examples of that participation.)
- Agency has participated minimally in FHI. (Can provide few specific examples of recent participation.)
- Agency has a current partnership with FHC and accepts referrals to all of their FHC eligible units.
- Agency has a current partnership with FHC and accepts referrals to some of their FHC eligible programs.

**6. Budget (10 out of 100 points)**

Criteria:

- Is the budget form filled out completely and accurately?

- Does the agency have additional funding they are leveraging for the shelter?

## V. PROPOSAL CHECKLIST

A complete proposal packet must include all of the following items:

1. A completed LOI Proposal Cover Sheet (Attachment 1).
2. Program Description Narrative
3. A completed Program Budget Summary Form (Attachment 2).
4. A completed Program Budget -Personnel Detail Form (Attachment 3).

Incomplete proposal packets will be deemed unresponsive and will **not** be rated.

## VI. ATTACHMENTS

Attachment 1: Letter of Intent Proposal Cover Sheet

Attachment 2: Proposed Program Budget Summary

Attachment 3: Proposed Budget - Personnel Detail Form

Attachment 4: BARS Classification of Expenditures Guidelines



City of Seattle  
 Human Services Department  
 Basic Shelter for Families  
 Letter of Intent Proposal Cover Sheet

1. Agency:	
2. Agency Executive Director:	
3. Agency Primary Contact Name: Title: Address:  Email: Phone Number:	
4. Federal Tax ID or EIN:	5. DUNS Number:
6. WA Business License Number:	
7. Number of families to be served per month, up to 30 families:	
<p><b>Authorized signature of applicant / lead agency</b>  <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 proposal is awarded funding.</i></p> <p>Name and Title of Authorized Representative:                  _____</p> <p>Signature of Authorized Representative: _____ Date: _____</p>	

## Attachment 2: Proposed Program Budget Summary

Agency Name:	Project/Program:
Person Completing Form:	Phone Number:

ITEM	Amount by Fund Source				Total Project
	HSD LOI Request	Other <sup>1</sup>	Other <sup>1</sup>	Other <sup>1</sup>	
<b>1000 - PERSONNEL SERVICES</b>	<b>AMOUNTS FOR THESE ITEMS ENTERED BY COMPLETING PERSONNEL DETAIL FORM</b>				
1110 Salaries – Full- & Part-Time					\$0.00
1300 Fringe Benefits					\$0.00
<b>SUBTOTAL – PERSONNEL SERVICES</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>2000 - SUPPLIES</b>					
2100 Office Supplies					\$0.00
2200 Operating Supplies <sup>2</sup>					\$0.00
2300 Repairs & Maintenance Supplies					\$0.00
<b>SUBTOTAL – SUPPLIES</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>3000 - 4000 OTHER SERVICES &amp; CHARGES</b>					
3100 Expert & Consultant Services					\$0.00
3140 Contractual Employment					\$0.00
3150 Data Processing					\$0.00
3190 Other Professional Services <sup>3</sup>					\$0.00
3210 Telephone					\$0.00
3220 Postage					\$0.00
3300 Automobile Expense					\$0.00
3310 Convention & Travel					\$0.00
3400 Advertising					\$0.00
3500 Printing & Duplicating					\$0.00
3600 Insurance					\$0.00
3700 Public Utility Services					\$0.00
3800 Repairs & Maintenance					\$0.00
3900 Rentals – Buildings					\$0.00
Rentals – Equipment					\$0.00
4210 Education Expense					\$0.00
4290 Other Miscellaneous Expenses <sup>4</sup>					\$0.00
4999 Administrative Costs/Indirect Costs <sup>5</sup>					\$0.00
<b>SUBTOTAL – OTHER SERVICES &amp; CHARGES</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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**Attachment 2**

<sup>1</sup> Identify specific funding sources included under "Other" above:	
<b>TOTAL</b>	<b>\$0.00</b>

<sup>2</sup> Operating Supplies - Itemize below (Do Not Include Office Supplies):	
<b>TOTAL</b>	<b>\$0.00</b>

<sup>3</sup> Other Professional Services - Itemize below:	
<b>TOTAL</b>	<b>\$0.00</b>

<sup>4</sup> Other Miscellaneous Expenses - Itemize below:	
<b>TOTAL</b>	<b>\$0.00</b>

<sup>5</sup> Indirect may be charged to General Fund funds **only** by those agencies having an indirect cost rate approved by and on file with the City.

**The approved indirect rate for your agency is \_\_\_\_\_%.**

### Attachment 3: Proposed Budget: Personnel Detail

Agency Name:			Project/Program Name:					
Person Completing Form:			Phone Number:					
Full-Time Equivalent (FTE) = # of Hours/Week			<b>Fund Sources</b>					
Position Title	Hourly Rate	FTEs	Number of Hours	<i>HSD LOI Request</i>	<i>Other</i>	<i>Other</i>	<i>Other</i>	Total Program
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
<b>Subtotal – Salaries &amp; Wages</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Personnel Benefits:</b>	FICA							\$0.00
	Pensions/Retirement							\$0.00
	Industrial Insurance							\$0.00
	Health/Dental							\$0.00
	Unemployment Compensation							\$0.00
<b>Subtotal – Personnel Benefits</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Personnel Costs (Salaries &amp; Benefits)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



## BARS Classification of Expenditures Guidelines

<b>1000</b>	<b>PERSONNEL SERVICES – Includes expenses for salaries, wages, and related employee benefits</b>	
	<b>1100</b>	<b>Salaries &amp; Wages</b> – Fees paid for personal services rendered.
	<b>1110</b>	<u>Salaries (Full- &amp; Part-Time)</u> – Salaries and wages paid for services rendered by full- & part-time employees.
	<b>1190</b>	<u>Other Salaries &amp; Wages</u> – Salaries and wages paid for services performed by work study, temporary and intermittent employees.
	<b>1220</b>	<u>Overtime</u> – Fees paid in addition to regular salaries and wages for services performed in excess of regular work hour requirements.
	<b>1300</b>	<b>Fringe Benefits</b> – FICA, Pensions & Retirement, Health Care, Dental, Unemployment Compensation, Industrial Insurance & Medical Aid
<b>2000</b>	<b>SUPPLIES – Includes articles or commodities which are consumed.</b>	
	<b>2100</b>	<u>Office Supplies</u> – Supplies and materials that are to be used in the office. <i>Examples: office stationery forms and small items of equipment (value under \$5,000, except computers and software).</i>
	<b>2200</b>	<u>Operating Supplies</u> – Supplies used to fulfill the needs of operations
	<b>2300</b>	<u>Repairs &amp; Maintenance Supplies</u> – Supplies used in repair and maintenance. <i>Examples: building materials &amp; supplies, paints &amp; painting supplies, plumbing supplies, motor vehicle repair &amp; small tools.</i>
	<b>2500</b>	Fuel Cost – gas, diesel, heating
	<b>2600</b>	<b>Minor Data Processing Items</b>
	<b>2610</b>	<u>Personal Computer &amp; Printers</u> – Value per item over \$1,000 and under \$5,000.
	<b>2620</b>	<u>Software Purchases</u> – Under \$5,000 per item.
<b>3000-4000</b>	<b>OTHER SERVICES &amp; CHARGES</b>	
	<b>3100</b>	<u>Expert &amp; Consultant Services</u> – Services performed on a non-recurring basis. <i>Examples: auditing services, accounting services, special legal services, and other individual and one-time services.</i>
	<b>3140</b>	<u>Contractual Employment</u> – Fees paid to individuals or businesses for temporary or short-term services.
	<b>3150</b>	<u>Data Processing</u> – All data processing charges.
	<b>3190</b>	<u>Other Professional Services</u> – Professional services not covered in the above classifications. <i>Examples: Janitorial services, protective services, and other professional services.</i>
	<b>3210</b>	<u>Telephone</u> – Includes installation, long distance, directory service & local telephone service costs.
	<b>3220</b>	<u>Postage</u> – Includes all meter postage, stamps, postal permits, etc.
	<b>3290</b>	<u>Other Communications</u> – Includes Western Union costs.
	<b>3300</b>	<u>Automobile Expense</u> – Includes lease and motor pool charges.
	<b>3310</b>	<u>Convention &amp; Travel</u> – Includes transportation, meals and lodging expenses incurred by the employee in the performance of official duties. A convention and travel authorization signed by your Executive Board must accompany any check paying convention and travel expenses.
	<b>3320</b>	<u>Private Auto Allowance</u> – Includes lease and motor pool charges.
	<b>3390</b>	<u>Other Transportation Expense</u> – Transportation expenses not covered in the above classifications.
	<b>3400</b>	<u>Advertising</u> – Includes cost of advertising, publication of public notices, and other such items.
	<b>3500</b>	<u>Printing &amp; Duplicating</u> – Includes printing, duplicating and/or binding of books, pamphlets, newsletters and other reading materials.
	<b>3600</b>	<u>Insurance</u> – Includes all insurance premiums except what is applicable to Personnel Services.
	<b>3700</b>	<u>Public Utility Services</u> – Includes Washington Natural Gas, City Light, Water, Garbage, Sewer and Puget Power.
	<b>3800</b>	<u>Repairs &amp; Maintenance</u> – Includes all services required in the maintenance of all equipment, machinery, buildings and improvements.
	<b>3900</b>	<u>Rentals</u> – This classification should include all types of rentals. <b>Examples:</b> Rental of office equipment, land, buildings, movie rental fees, and machinery and equipment rental charges.
	<b>4210</b>	<u>Education Expense</u> – Includes tuition, travel and living expenses of employees sent to educational programs or schools.
	<b>4290</b>	<u>Direct Client Assistance</u>