

City of Seattle, Human Services Department
Homeless Youth Employment Services
Request For Investments (RFI)

INTRODUCTION

The Human Services Department (HSD) is offering qualified organizations an opportunity to request an investment from the city of Seattle to provide Homeless Youth Employment Services. RFI applicants should have a proven track record of providing developmentally appropriate and culturally competent employment services to homeless young people, with an emphasis on youth of color, ages 15 – 22 years old.

The total investment for 2010 Homeless Youth Employment Services is \$315,729 from the City of Seattle 2010 General Fund and the U.S. Department of Housing and Urban Development’s (HUD) McKinney/Vento Supportive Housing Program. Initial award will be made for the period of March 1, 2010 – November 30, 2010. For the period of December 1, 2010 – November 30, 2011 the City anticipates awarding \$412,165 for continuation of services contingent upon program performance and funding availability.

TIMELINE

RFI Issued	November 4, 2009
Information Session Date & Time:	November 13, 2009, 10:30am-12:30 pm
Location:	Douglass-Truth Library, 2300 E. Yesler, Seattle 98122
Proposal Deadline	5:00 pm on December 11th, 2009
Planned Interview Period	Mid January 2010
Planned Award Notification	February 2010

BACKGROUND

Homeless Youth Employment Services are currently provided as part of a continuum of care for homeless youth/young adults in King County. One component of this continuum is the PRO Youth consortium funded through the federal McKinney Vento Homeless Assistance Act which provides the following services:

1. Employment services to be funded by this RFI;
2. Outreach and case management services focused on reducing the risks associated with homelessness and engaging youth in services. These services are provided by YouthCare, Catholic Community Services (University District Youth Center), Central Youth and Family Services, Friends of Youth, Auburn Youth Services; and
3. Medical clinic outreach services by the 45th St. Clinic.

In addition to PRO Youth, the City and U.S Department of Housing and Urban Development (HUD) McKinney dollars help fund multi-service centers and a range of shelter and transitional housing to meet the diverse needs of homeless youth/young adults.

Employment services provided through this RFI will be a continuation of employment services currently provided by YWCA's Working Zone which is ending their contract on February 28, 2010. The Working Zone seeks to increase the housing status of homeless youth/young adults through the provision of employability and job search services. Project services include intake and assessment; employment counseling; supervised work experiences; pre-employment activities; internships; a job center, which provides job search guidance, resources, and job development; and supervised support. Service combinations are based on assessment results and designed to improve youths' work habits, job skills, and social skills. Working Zone provides three internship programs: technology internships at Working Zone's University District office; Zine internships at UDYC in which youth design and write a newsletter; and Tile Project internships creating clay tiles through a subcontract with YouthCare.

Working Zone staff recruit youth/young adults and coordinate services with area shelters, transitional living programs, the Orion Center, and the University District Youth Center (UDYC). In 2007, the Working Zone served 105 individuals who were 38% White, 33% Black/African American/Other African, 20% Multiracial, 4% American Indian/ Alaska Native, and 5% Asian/ Hawaiian Native. Of these youth 15% also identified as Latino. Eighty percent (80%) of the participants were from Seattle, and 20% were from other parts of King County.

In 2007 PRO Youth overall served the following demographic population of youth (under 18) who lacked stable housing: 31% White; 25% African American; 15% Multiracial; 14% Asian/Pacific Islander; 13% Latino; and 2% Native American. Demographics of PRO Youth young adults (ages 18-22) were as follows: 34% White; 32% African American; 15% Multiracial; 10% Latino; 7% Asian/Pacific Islander; and 3% Native American.

PRIORITY POPULATION

Homeless Youth Employment Services are intended for youth/young adults, ages 15 - 22 that lack safe, stable housing and meet HUD's definition of homeless. The priority population for employment services is youth/young adults of color, especially African-American youth as well as those served by the PRO-Youth case management network. Other focus groups include youth/young adults who identify as Lesbian, Gay, Bisexual, Transgender or Questioning (LGBTQ) and youth/young adults with criminal histories.

Participants served with funds from this RFI must meet HUD's definition of a homeless person listed below:

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence; **and**
2. An individual or family who has a primary nighttime residence that is:
 - a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or
 - an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition does not include any youth currently in foster care or persons in prison. Young adults who have aged out of foster care and lack stable housing are included in HUD's definition as homeless young adults.

HOMELESS YOUTH EMPLOYMENT SERVICES INVESTMENT AREA

The goal of City of Seattle's Race and Social Justice Initiative (RSJI) is to achieve racial equity through changing the underlying system that creates race-based disparities in our community. As a result, the City is focusing on root causes of inequities and not symptoms, and is strengthening ways the City engages the community and provides services. Consequently this RFI is seeking to fund services that recognize the existence of disparities and address race-based inequities in access, service design and delivery.

The priority and focus populations for this RFI experience homelessness differently. Youth of color are disproportionately represented within the homeless youth/young adult population and experience disparate outcomes. According to a study by researchers at the University of California (see Attachment 6), the self-perceptions and experiences of homeless young people vary significantly by race. African-American youth without stable housing frequently do not identify as homeless and face increased risk of violence and discrimination that can lead to school failure, chemical dependence, internalized oppression, and risk taking behaviors. LGBTQ young people are also disproportionately represented. A study of Seattle LGBT homeless youth published in the American Journal of Public Health (May 2002) shows that these youth experience more frequent departures from home, greater vulnerability to victimization, and greater use of highly addictive substances when compared with their heterosexual counterparts. Homeless young people with involvement in the criminal justice system face insurmountable barriers to employment and housing. These findings emphasize the need for tailored homeless youth employment services.

To identify appropriately tailored homeless youth employment services for the priority and focus populations, the Seattle Human Services Department held two focus groups in October 2009 for providers/stakeholders and youth/young adults of color without stable housing. The focus groups indicated that the following types of outreach and employment-related services most desired for the priority and focus populations:

- Continuum of pre-employment/employment services starting with no or low-barrier employment training to employment training in careers that capture youth's passion (providers and youth groups)
- Staff who look like youth of color, are a part of the community and can engage these youth/ young adults without stable housing (providers)
- Staff who can address institutionalized racism and internal oppression experienced by participants (providers)
- Staff who are familiar and comfortable with non-traditional outreach and engagement methods for the priority populations (providers)
- Information and services are available in communities and hot spots of the priority populations (providers)
- Outreach using Facebook, twitter, and a website where person can type in need and find services (youth)

- Help getting a job (providers & youth)
- Special needs of those with criminal histories, sex offenders (youth)

In the context of these community-identified priorities combined with HUD contract requirements, homeless youth employment services will focus results on 1) improved employability skills; 2) job skill attainment; and 3) improved housing status.

OBJECTIVES & INDICATORS

The overall HUD/ McKinney goal for employment services for 2010 is serving 80 new youth/young adults and 20 continuing 2009 participants. The YWCA is currently expected to provide employment-related services to 14 new youth/young adults and to 20 continuing youth from December 1, 2009 to February 28, 2010. The new provider will serve between 6- 34 of these youth/young adults as carryovers. The new provider is also expected to enroll and serve at least an additional 66 new youth in 9 months to meet the HUD/McKinney 2010 overall goal.

The following is a list of 2010 outcomes and indicators that must be met by the new provider.

Objective	Indicators
<ul style="list-style-type: none"> ▪ A minimum of 60% of the carryover participants and 60% of the 66 new participants will improve employability skills. To achieve this objective, participants must achieve at least two of the corresponding indicators. 	<ul style="list-style-type: none"> ▪ Obtain personal identification documents needed for employment ▪ Complete pre-employment documents ▪ Develop employment plan indicating employment strengths and areas for improvement ▪ Retain unsubsidized job for 45 days
<ul style="list-style-type: none"> ▪ A minimum of 70% of the carryover participants and 70% of the 66 new participants will demonstrate 3 new job skills. 	<ul style="list-style-type: none"> ▪ Demonstrate 3 new job skills
<ul style="list-style-type: none"> ▪ A minimum of 50% of the carryover participants and 50% of the 66 new participants will improve their housing status. 	<ul style="list-style-type: none"> ▪ Move from unsafe, substandard housing or overnight shelter to residential shelter, transitional housing, independent housing or parent/adult relative’s home ▪ Move from overnight shelter to transitional housing, independent housing or parent/adult relative’s home ▪ Maintain stability in transitional housing program over time in employment program ▪ Move from transitional housing into independent housing or parent/adult relative’s home

Funds allocated through this RFI may not be used for the construction, renovation, rehabilitation, or conversion of buildings.

PROGRAM GIVENS AND ASSUMPTIONS

Givens and assumptions assist potential RFI responders to evaluate their ability to deliver the results desired by the city. **Failure to meet the givens listed below will make the proposal ineligible for funding.**

GIVENS are required of homeless youth employment programs to qualify for an investment.

- The PRO Youth McKinney application states that the employment component will include two case managers and a separate employment specialist.
- The program effectively transitions participants being served by YWCA to its services.
- The program must report on indicators for all enrolled participants.
- The program must participate in the Safe Harbors homeless management information system.
- The program must participate in HUD/McKinney reporting including the Annual Progress Report, McKinney application, and any other HUD-required report.
- Most of the youth served are referrals from other PRO Youth partners.
- Services will be culturally competent and developmentally appropriate and provided in an environment that is safe and affirms the experiences of homeless youth people with diverse backgrounds.
- Service data and participant feedback will be used to guide service system improvements.
- Any work that the applicant organization intends to subcontract to other entities must be detailed in the proposal.
- The Agency has not been placed on probation by any funder or has had a contract terminated by any funder in the last 5 years. If the Agency has been placed on probation, the Agency must demonstrate that it is no longer on probation and provide documentation as to the steps it took to remove itself from probation.
- The Agency shall comply with all applicable laws, ordinances, codes, regulations, and policies of local, state, and federal governments related to Homeless Youth Employment Services, including following a confidentiality policy that complies with state and federal law.
- There will be no religious content in the services provided, no requirement to join religious organizations or attend religious events or services, and no discrimination in participation or employment based on religious affiliation.

ASSUMPTIONS reflect the city's beliefs regarding high quality Homeless Youth Employment Services.

- The Agency has experienced staff, managers and board members who reflect the cultural, linguistic, and ethnic backgrounds of their clients. The agency mission reflects these values.
- The Agency can demonstrate in writing and verbally how it has implemented and monitored cultural competent services at every level of the Agency.
- The program provides services in South Seattle as well as North Seattle.
- The program meets participants where they are and provides services that are based on best practices such as harm reduction and motivational interviewing.
- Effective Homeless Youth Employment Services build on the inherent strengths, capabilities, skills, learning styles, and personalities of each young person.
- Effective Homeless Youth Employment Services increase participant's connection to resources and work towards stabilizing housing and economic self-sufficiency.

- One program provides services with strong partnerships with PRO Youth agencies, homeless youth providers and ethnic community-based organizations.
- The ability of program staff to network, share resources, and collaborate contributes to client success.

CLIENT DATA & PROGRAM REPORTING REQUIREMENTS

The program funded as a result of this RFI must actively participate in the Safe Harbors Homeless Management Information System (HMIS). Safe Harbors is a confidential tool that is critical to securing Federal funding and carrying out the Ten-Year Plan to End Homelessness in King County. **The agency awarded funding through this RFI must enter client data and program information into Safe Harbors in real time. The budget should reflect staff time for data entry. HSD staff will provide program and technical support, as appropriate, to help ensure that agencies are meeting these performance requirements.** See Attachment 5 for a copy of the Safe Harbors/PRO Youth forms for enrolling and exiting participants.

KEY PEOPLE

The agency structure and mission is essential in providing true culturally competent and quality services; direct service staff can only be as effective as the agency's management structure. Program staff, supervisors, managers and board members must not only reflect the ethnic and cultural communities being served, but also have strong relationships with these communities so they can effectively work with these communities to address the issues of lack of stable housing and employment opportunities. In addition to having success providing employment services to homeless youth/young adults, they must have a recent record of collaboration with organizations and successful leadership in communities of color, and demonstrated success in providing culturally competent and developmentally appropriate services in these communities.

AGENCY ELIGIBILITY

Proposals meeting the requirements of this RFI will be accepted from any legally constituted entities that meet the following conditions:

- The respondent is incorporated as a private non-profit corporation in the State of Washington and has been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service OR is a public corporation, commission, or authority established pursuant to RCW 35.21.660 or RCW 35.21.7301.
- The respondent has a demonstrated capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded under the terms of this RFI.
- A Federal Tax ID number is required to facilitate payments from HSD to the contractor.
- The respondent demonstrates the capability to meet program expenses in advance of reimbursement.

ADMINISTRATIVE REQUIREMENTS IF CONTRACT IS AWARDED

- Any contract resulting from this RFI will be between the City of Seattle, Human Services Department, and the applicant organization.
- Contractors will be required to comply with the Terms and Conditions of the Human Services Department Master Agency Service Agreement (see <http://www.seattle.gov/humanservices/funding/default.htm>). These requirements shall be included in any contract awarded as a result of the RFI and are not negotiable.
- Successful applicants will be required to abide by the laws and regulations pertaining to HUD McKinney/Vento Supportive Housing Program funding.
- 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 years after completion of work.
- Funding will be disbursed through cost reimbursable contracts.
- Contractors must complete all required reports and billing documentation in a timely manner. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- All programs funded with Homeless Youth Employment Services funds must publicly recognize the city of Seattle's contribution to the program.
- Contractors will maintain a public liability insurance policy, which will cover the program naming the city of Seattle as insured.

INFORMATION AND QUESTIONS

One information session will be held to review the RFI and answer questions. Please plan to attend this session and bring a hard copy of the RFI with you.

November 13, 2009	10:30 am -12:30 p.m.	Douglass-Truth Library, 2300 E. Yesler, Seattle 98122
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If you need further information or have additional questions, please contact Diane Pien at 206-386-1142 or diane.pien@seattle.gov. The RFI is also available electronically at <http://www.seattle.gov/humanservices/funding/default.htm>.

INSTRUCTIONS TO APPLICANTS

Proposal Format

Excluding the Application Form (Attachment #1), the Budget Form (Attachment #2), the 2010 Milestone and Indicators Form (Attachment #3), and the Personnel and Governing Body Inventory Form (Attachment #4), narrative proposals are not to exceed 11 pages (8 ½" X 11"), single spaced, single-sided, typed or word processed, size 12 font, with 1 inch margins. Please organize your proposal in the following order:

Application Form (Attachment 1)

Budget Form (Attachment 2)

2010 Milestone and Indicators Form (Attachment 3)

Personnel and Governing Body Inventory Form (Attachment 4)

Current Board of Directors Roster including term dates and city of residence

Minutes from the three most recent Board meetings

If applicable, Subcontractor Agreement Letter(s)

Most Recent Audit

Most recent monthly financial statement (2009 year-to-date)

Narrative Proposal – Maximum 11 pages

You do not need to rewrite the questions, just the headings in the following order:

- A. Priority Population
- B. Outreach, Intake and Assessment
- C. Employment Services
- D. Housing Related Services
- E. Key People
- F. Program Facilities
- G. Experience with Federal or State Grants

Proposals will be rated only on information provided in the proposal. Please do **not** include brochures, letters of support, cover letters, etc. Proposals which do not follow the required format will be deemed unresponsive and not rated.

Content & Rating Criteria

Application Form and Budget – 5%

- Proposals must include the Application Form (Attachment 1), signed and dated by the President of the Board, Executive Director, or someone who has the full authority to legally bind the entity submitting the proposal to the contents of the proposal.
- Please complete the line item budget and personnel detail forms (Attachment 2). If a staff position is not fully funded by the proposal, list the source and amount of other funding for each position.
- Attach copies of most recent audit and monthly financial statement

Rating Criteria – A strong proposal meets all of the criteria listed below.

- *Agency meets eligibility requirements.*
- *All sections of the application form are completed.*
- *Agency agrees to participate in Safe Harbors HMIS and the Application Form is signed by an agency legal representative.*
- *Budget includes appropriate staff time for data entry into Safe Harbors.*
- *Budget is realistic, accurate, and adequate to provide proposed services including subcontracts to other agencies.*
- *Budget includes other funding and in-kind support.*
- *Staff salaries are appropriate and include benefits.*
- *Budget includes funding or in-kind support for case managers and an employment specialist*
- *Budget has good balance among participant stipend and wages, staffing, and administrative costs.*
- *Most recent audit is clean with no findings*

Service Delivery and Indicator Goals – 5%

- Complete Attachment 3 for new enrollments only to show how many new unduplicated youth will achieve an indicator in 2010.
- Describe the plan for transitioning 2010 YWCA participants to program services. The Agency is expected to meet HUD outcome indicator rates for carryover participants.

Rating Criteria - A strong proposal meets all of the criteria listed below.

- *Indicators meet or exceed required HUD/McKinney requirements.*
- *Goals are realistic based on services and outreach.*
- *Transition plan is specific, realistic and likely to met HUD outcome indicators for carryover participants.*

A. Priority Population – 20%

- Describe the common living situation(s) of the young people without stable housing that you intend to serve prior to their enrollment in the proposed program. Estimate the number of youth in each living situation and the geographic location where youth are living (S. Seattle, Eastside, N. Seattle/University District, Capitol Hill, S. King County).
- Estimate the number of participants you intend to serve by age, ethnicity, gender, sexual orientation, and the number with criminal histories. Indicate if the program is focusing on LGBTQ and/or participants with criminal histories.
- Detail the agency's experience and track record working with the intended population, including how the agency has tailored outreach, employment and other support services to engage African-American youth and other youth of color without stable housing and the other focus population(s) you propose to specifically target.

Rating Criteria - A strong proposal meets all of the criteria listed below.

- *Agency proposes to serve homeless youth who meet the HUD definition of homeless as listed on page 2.*
- *Agency demonstrates the cultural competency strategy and policy adopted and utilized to serve the priority population.*
- *Agency proposes to serve homeless youth, ages 15-22 with priority on African-American youth/young adults and other youth/young adults of color without stable housing, with an optional focus on serving one or more of the following self-identified subpopulations: LGBTQ youth/young adults and/or youth/young adults with criminal histories.*
- *Agency provides a clear profile of the participants including geographic location of participants.*
- *Agency has successful experience with homeless youth and has effectively tailored outreach, employment, and other support services to serve African-American youth/young adults and other youth/young adults of color without stable housing including those who do not identify as homeless as well as those in other focus populations.*
- *If applicable, agency has successful experience effectively tailoring outreach, employment, and other support services to serve other focus populations.*

B. Outreach, Intake and Assessment 5%

- Describe how outreach services will be tailored to meet the needs of youth of color who do not identify as homeless and other focus populations.
- Describe how outreach services will be coordinated in partnership with other PRO Youth agencies and community-based agencies serving homeless youth/young adults of color and other focus populations.
- Describe intake and assessment procedures including how participant eligibility is determined and documented.

Rating Criteria - A strong proposal meets all of the criteria listed below.

- *Outreach and case management services are culturally appropriate for African-American and other youth of color who do not identify as homeless and proposed focus populations*
- *Outreach services show effective, efficient coordination with PRO Youth/homeless youth providers and ethnic community-based organizations.*
- *Intake and assessment process is client friendly and culturally appropriate while meeting HUD requirements for determining and documenting homeless status.*

C. Employment Services– 25%

- Describe agency's current employment services, including subcontracted services, to youth/young adults especially homeless or street involved youth including youth of color without stable housing and your focus populations. Include how current services are tailored to these populations. Document 2008 outcomes or most recent outcomes for these services.
- Describe your proposed continuum of employment services including pre-employment/employability services, access to benefits (food stamps, TANF, SSI, etc.), employment training ranging from no barrier job training to job training leading to living wage jobs, and job counseling and placement services as well as frequency and duration of services.
- Describe how your proposed services are tailored to address the needs, strengths, interests and backgrounds of the priority population.
- Include a description of services provided through partnerships with African-American and other community-based organizations reflective of the target and focus populations. Describe past successful experiences with these partnerships that indicate the effectiveness of the partnerships in this program.
- If applicable, describe subcontracted services and attach letter(s) from subcontractor agreement(s) for subcontracted services.
- Specify the measurement standards and tools you will use to assess and document improved employability and job skills attainment.
- Describe participant feedback and other methods used to evaluate and improve services.

Rating Criteria - A strong proposal meets all of the criteria listed below.

- *Current and past employment services are culturally appropriate for specific ethnic groups and populations served. Success for these populations is documented for 2008.*
- *The agency has a track record of helping the priority and focus populations secure and retain employment with career paths.*
- *The continuum of employment services is comprehensive, developmentally and culturally appropriate for specific ethnic groups and focus populations.*
- *Proposed range of internships includes low-barrier job training that all participants can successfully complete as well as other training in areas of interest to participants*
- *Proposed services include job training and job coaching leading to living wage jobs for some young adults.*
- *Proposed services are of sufficient frequency and duration to achieve the proposed employment indicator(s).*
- *Service coordination includes effective collaborations and partnerships with PRO Youth agencies, African-American and other community based agencies that have a high probability of enhancing service quality, providing culturally competent services, and minimizing duplication.*
- *If proposal includes subcontracted services, narrative includes clear benefit, roles and responsibilities of the Agency and the subcontractor(s). Subcontractor agreements are attached.*
- *Measurement standards meet employment industry standards.*
- *Documentation tools are sufficient to verify improved employability and job skills attainment.*
- *Ongoing assessment, including participant feedback, is used to evaluate & improve services.*

D. Housing Related Services 10%

- *Describe your current services and collaborations that help participants find more stable housing. For 2008 list how many youth were placed in each type of housing, and how many were referred for housing services and where youth/young adults were referred.*
- *Describe proposed housing-related services and collaborations, and proposed strategies to meet McKinney goals of 50% of new participants improving housing status.*

Rating Criteria - A strong proposal meets all of the criteria listed below.

- *Documented current housing-related services that led to more stable housing options that are geographically dispersed in South and North Seattle.*
- *Proposed housing-related services are realistic, culturally relevant, geographically dispersed in South and North Seattle, and likely to achieve the housing indicators.*

E. Key People – 20%

- List all the staff positions to be funded by this proposal and provide brief job descriptions.
- Complete the Personnel and Governing Body Inventory Form (Attachment 4).
- Describe the specific community connections that line staff, program supervisor, management team, and board members have to the communities being served. Include information about memberships in community organizations, participation in community events, etc.
- Describe line staff, direct program supervisor and management team's experience and training related to providing employment and housing related services to youth/young adults of color who lack stable housing
- Detail your efforts to retain direct service staff.
- If applicable, describe your recruitment and hiring plan.
- If applicable, identify consultant(s), and their role(s) to be funded by this RFI, and include ethnicity and community-involvement information about the consultant(s).

Rating Criteria - A strong proposal meets all of the criteria listed below.

- *Agency proposes sufficient staffing and adequate supervision to ensure a quality experience for youth that will lead to achievement of the desired investment result, including appropriate number of case managers and an employment specialist.*
- *Staff at all levels, board members, and any consultants are culturally and ethnically representative of the participant population, and have consistent and recent community involvement.*
- *Staff at all levels has appropriate employment and homeless youth service experience.*
- *Management staff has experience training and supervising direct youth service staff and is skilled at planning programs specifically for youth of color, monitoring, implementation, and evaluation.*
- *The agency demonstrates the ability to retain direct service staff by offering regular supervision, on-going professional development, competitive wages, benefits, etc.*
- *If applicable, recruitment and hiring plan ensures that staff is quickly hired and trained and culturally and ethnically representative of the participant population.*
- *If the proposal includes consultant(s), consultant is culturally competent and has strong connections to communities of color. Need for consultant is strong, and person's roles and responsibilities are clear.*

F. Program Facilities – 5%

- Identify the location of program service facilities in South Seattle, North Seattle and any additional location.
- Provide a brief description of the facility or facilities at each location. Include a description of the site's proximity to public transportation, physical accessibility, and how the safety of participants, staff and volunteers is ensured.

Rating Criteria - A strong proposal meets all of the criteria listed below.

- *Facilities are adequate to provide proposed services.*
- *Facilities are located in South Seattle, North Seattle, and any additional location.*
- *Facility is located near public transportation and meets American with Disabilities Act accessibility requirements.*
- *Agency has appropriate standards and protocol in place to ensure the safety of participants and staff.*

G. Experience with Federal or State Grants – 5%

- List the federally-funded or state-funded programs with which the agency has direct contracts or subcontracts and provide contact information for the contract monitor for each program.
- Provide most recent audit for each federal or state-funded program.
- Describe your experience collecting, maintaining and monitoring client data and program outcomes to funders. If you are not currently providing client data in Safe Harbors, describe your agency's capacity, staffing and plans for full participation in HMIS.

Rating Criteria - A strong proposal meets all of the criteria listed below.

- *Agency has a proven track record of successfully meeting contractual goals.*
- *Agency has proven track record with MIS systems of federally-funded or state-funded programs.*
- *Audit(s) is clean, no findings*

PROPOSAL SUBMISSION

All proposals must be **received** by **5:00 p.m., December 11, 2009**.

Electronic Submittal: Proposals may be submitted electronically via HSD's Online Submission system accessed via <http://www.seattle.gov/humanservices/funding/>

Hand Delivery or US Mail: Alternately, an **original** of the proposal packet can be hand-delivered or mailed to: Seattle Human Services Department, RFI Response - Homeless Youth Employment Services, Attention: Diane Pien.

Delivery Address:
700 5th Avenue, Suite 5800
Seattle, WA 98104

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

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Faxed and Emailed packets will **NOT** be accepted. Proposals that are not received by the **5 pm deadline** will **NOT** be eligible for consideration. Proposals which do not follow the required format will be deemed unresponsive and **NOT** rated.

SELECTION PROCESS

This RFI process is competitive. All interested parties must submit a proposal to be considered for an investment. Proposals will be rated based on the rating criteria. The program contact person listed on your completed Application Form (Attachment 1) may be contacted by telephone, email, or mail to clarify proposal contents during the week of December 14, 2009. Interviews with finalists may be scheduled during mid January 2010. The rating panel will make investment recommendations to the HSD Director. Notification of investment awards will be sent to the Executive Director of the applicant organization.

HSD reserves the right to make an award without further discussion of the proposal submitted. If the proposal is selected for funding, proposers should be prepared to accept the terms they proposed for incorporation into a contract resulting from this RFI. The city also reserves all rights not expressly stated in the RFI, including awarding partial funding and negotiating with any proposer regarding the funding amount and other terms of any contract resulting from this RFI.

PROPOSER APPEALS PROCESS

Written appeals of decisions may be made to Alain Painter, Director, Human Services Department, 700 5th Ave Suite 5800, PO Box 34215, Seattle, WA 98124-4215 within ten (10) working days from the date of the written notification. An appeal must clearly state a rationale based on one or more of the following criteria:

- Violation of policy and guidelines included in this RFI.
- Failure to adhere to publicized criteria and/or procedures in carrying out the RFI process.

For the complete Appeals Process, see Attachment 7.

**City of Seattle Human Services Department
Homeless Youth Employment Services RFI
APPLICATION FORM**

AGENCY INFORMATION

Name of Agency _____

Mailing Address _____

Zip Code _____ Phone _____

Agency Director _____ E-mail _____

Legal Status

- Incorporated as a private non-profit corporation in the State of Washington and has been granted 501(c)(3) tax exempt status by the United States Internal Revenue Service; IRS Employer Identification Number (EIN): _____
- A public corporation, commission, or authority established pursuant to applicable Washington State Law.

PROGRAM INFORMATION

Program Name _____

Program Contact _____

Phone Number _____ E-mail _____

Address of North and South Seattle and other Program Locations _____

BUDGET INFORMATION

Total Amount Requested \$ _____	Total Project Budget \$ _____
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In Kind Resources, Please list and quantify: _____ _____	
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I understand the terms and conditions of the RFI and agree to meet city of Seattle requirements including participation in Safe Harbors HMIS if a contract award is made. All information provided in this proposal is true and accurate to the best of my knowledge. Proposed program design and costs shall be valid until at least November 30, 2010.

Signed _____ **Date** _____
(Agency Director or Board Chair; *No Need to Sign if Submitting Electronically*)

Homeless Youth Employment Services RFI BUDGET FORM

ITEM	Amount by Fund Source		
	RFI Funds	Other Fund Source	Total Project
1000 - PERSONNEL SERVICES			
1110 Salaries – Full- & Part-Time			
1300 Fringe Benefits			
SUBTOTAL – PERSONNEL SERVICES			
2000 - SUPPLIES			
2100 Office Supplies			
2200 Operating Supplies ²			
2300 Repairs & Maintenance Supplies			
SUBTOTAL – SUPPLIES			
3000 - 4000 OTHER SERVICES & CHARGES			
3100 Expert & Consultant Services			
3140 Contractual Employment			
3150 Data Processing			
3190 Other Professional Services ³			
3210 Telephone			
3220 Postage			
3300 Automobile Expense			
3310 Convention & Travel			
3400 Advertising			
3500 Printing & Duplicating			
3600 Insurance			
3700 Public Utility Services			
3800 Repairs & Maintenance			
3900 Rentals – Buildings			
Rentals – Equipment			
4210 Education Expense			
4290 Other Miscellaneous Expenses ⁴			
SUBTOTAL – OTHER SERVICES & CHARGES			
TOTAL EXPENDITURES			

² Operating Supplies - Itemize below (Do Not Include Office Supplies):	
	\$
TOTAL	\$

³ Other Professional Services - Itemize below:	
	\$
	\$

⁴ Other Miscellaneous Expenses - Itemize below:	
	\$
TOTAL	\$

Homeless Youth Employment Services RFI Proposed Personnel Detail

Full-Time Equivalent (FTE) = ____/week

				Fund Sources		
Position Title	Hourly Rate	FTEs	Annual Number of Hours	RFI Funds	Fund Source	Total Program
Subtotal – Salaries & Wages						
Personnel Benefits:						
FICA						
Pensions/Retirement						
Industrial Insurance						
Health/Dental						
Unemployment Compensation						
Subtotal – Personnel Benefits						
Total Personnel Costs (Salaries & Benefits)						

Homeless Youth Employment Services RFI
2010 MILESTONE AND INDICATORS FORM

Number of youth who...	2 nd Quarter Mar - May	3 rd Quarter June – Aug	4 th Quarter Sept - Nov	Unduplicated Total	Required Minimum
New Enrollments					66
Improve 2 employability skills					40
Demonstrate 3 new job skills					46
Upgrade their housing status					33
Achieve permanent housing					
Exit the program					

City of Seattle Personnel & Governing Body Inventory

Agency Name: _____ Program: _____

All agencies requesting City of Seattle funds to provide Homeless Youth Employment Services, must complete the following inventory of the agency personnel & governing board. On the race, sex and sexual orientation data chart below, please indicate the number of employees by job categories. Provide the same information for members of the governing board in the space provided.

Total number of personnel employed: _____ Total number of governing board: _____

Employment Data	Whites		African Americans		Asians		Native Americans		Hispanics		Other		LGBTQ
	M	F	M	F	M	F	M	F	M	F	M	F	
Managerial													
Professional													
Technical													
Paraprofessional													
Clerical													
On Job Trainees													
Other													
Governing Board													
Subtotal													

The above information is based on personnel and governing board composition as of: Date: _____

Submitted By: _____ Title: _____ Date: _____

Safe Harbors REQUIRED PRO Youth ENROLLMENT

Name: _____ Social Security# _____

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Don't Know Refused

Participant Data

Disabled

Yes No
 Don't Know
 Refused

Birthdate

Month Day Year

Gender/Sex

Male
 Female
 Transgendered

HUD Ethnicity

Latino/Hispanic Heritage: Yes No

HUD Race Categories (Choose as many as apply)

Asian Heritage
 African Heritage
 American Indian/Alaskan Native Heritage
 Hawaiian & other Pacific Island Heritage
 European Heritage/White
 Other: _____

Sexual Orientation

Bisexual
 Lesbian/Gay
 Heterosexual
 Other: (Specify) _____

Special Needs (Mark all that apply)

Mental Illness
 Alcohol Abuse
 Drug Abuse
 HIV/Related Illnesses
 Developmental Disability
 Physical Disability
 Domestic Violence
 Other: (Specify) _____

Length of Stay (In current living situation)

1 Week or Less
 More than 1 Week but Less than a Month
 1-3 Months
 More than 3 Months
 1 Year or Longer

PRO Youth Identifier
 (contract yr-agency letter youth initials & DOB yr.)

P	Y		-						
---	---	--	---	--	--	--	--	--	--

Agency letter- A-AYR / C-CYFS/ F-Fox/ U-UDYC
 W-Working Zone/ Y-YouthCare

Veteran Status
 (Has participant completed military service?)

Yes
 No

Most Recent Zipcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Current Monthly Income

\$ _____

Income Sources

None Veteran's Benefits
 SSI Employment Income
 SSDI Unemployment Income
 TANF Medicare
 Social Security Medicaid
 General Public Assistance Food Stamps
 Child Support Workers Compensation
 WIC Other: (Please Specify) _____

Zipcode Within City Limits?

Yes Don't Know
 No

Immigrant/Refugee?

Yes No

Interpreter Needed?

Yes
 No

Enrollment Date

Day Month Year

Living Situation and Service Goals

Living Situation

What is the participant's living situation this week?

Place Not Meant for Habitation (street, park, car, etc.)
 Emergency Shelter
 Domestic Violence Situation
 Independent Housing – Evicted within a week
 Family– Evicted within a week
 Friends – Evicted within a week
 Jail or Prison
 Psychiatric Hospital
 Substance Abuse Treatment Facility
 Hospital
 Motel
 Transitional Housing
 Other: (Please specify) _____

Goals and Service Needs Please mark all that apply	Referral Made	Service Not Desired	Service Not Available
<input type="checkbox"/> Housing – Private Subsidized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Housing - Public Subsidized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Housing – Transitional Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Housing – Emergency Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Basic Needs Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Life Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Drug Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Alcohol Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mental Health Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Family Housing/Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> HIV/AIDS Related Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other Health Care Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Employment Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Legal Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Domestic Violence Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pregnancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Benefits Referral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Case Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Parenting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Personal Grooming Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Rental Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Form Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education Level

No Schooling Completed
 Nursery to 4th Grade
 5th to 6th Grade
 7th to 8th Grade
 9th Grade
 10th Grade
 11th Grade
 12th Grade, No Diploma
 High School Diploma
 GED
 Post Secondary

Safe Harbors OPTIONAL PRO Youth ENROLLMENT Questions

Last Known Permanent Address: _____ City: _____ County: _____

State: _____ Country: _____ Phone: _____ E-mail: _____

More Participant Data

<p>Is your work?</p> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	<p>When did you become homeless?</p> <p>Month Day Year</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							<p>Referral Source</p> <input type="checkbox"/> Self <input type="checkbox"/> Outreach <input type="checkbox"/> Other Social Service <input type="checkbox"/> Parent <input type="checkbox"/> School <input type="checkbox"/> Other: (Specify) _____	<p style="text-align: center;">Marital Status</p> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Living together <input type="checkbox"/> Never Married/Annulled <input type="checkbox"/> Unknown

<p>1st Language _____</p> <p>2nd Language _____</p>	<p style="text-align: center;">Compared to other people your age would you say your health is?</p> <input type="checkbox"/> Don't Know <input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Very Good
---	--

<p>Homeless History</p> <input type="checkbox"/> Disability Letter or SSI card And <input type="checkbox"/> Homeless 1yr. or Homeless 4X in 3yrs	<p>If working # of hrs. in past week? _____</p>	<p style="text-align: center;">Income Documentation</p> <input type="checkbox"/> Pay Stub <input type="checkbox"/> Benefit Verification System <input type="checkbox"/> Social Security Form <input type="checkbox"/> W-2 <input type="checkbox"/> SSI Forms <input type="checkbox"/> Unemployment Ins. Form <input type="checkbox"/> TANF Forms <input type="checkbox"/> Unemployment Form <input type="checkbox"/> SSDI forms <input type="checkbox"/> Self Declaration <input type="checkbox"/> GAU Award Letter <input type="checkbox"/> Workers Comp. Forms <input type="checkbox"/> GAX Award Letter <input type="checkbox"/> Employer Letter <input type="checkbox"/> Child Support Forms
---	--	--

<p>If you have exp. DV how long ago?</p> <input type="checkbox"/> 0-3 mo. <input type="checkbox"/> 3-6 mo <input type="checkbox"/> 7-12 mo <input type="checkbox"/> 1 year or more <input type="checkbox"/> Don't Know <input type="checkbox"/> Refused	<p style="text-align: center;">Additional Questions</p> <p>Are you currently employed? NA Yes No</p> <p>If not employed, are you looking for work? <input type="checkbox"/> <input type="checkbox"/></p> <p>Currently in school or working on any degree or certificate? <input type="checkbox"/> <input type="checkbox"/></p> <p>Received vocational training or apprenticeship certificates? <input type="checkbox"/> <input type="checkbox"/></p> <p>Mental Health Issue: Expected to be indefinite and impairs ability to live independent? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Substance Abuse: Expected to be indefinite and impairs ability to live independent? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
--	--

<p>Contact Preference</p> <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Mail <input type="checkbox"/> Voicemail <input type="checkbox"/> Pager	<p>What Circumstances Caused Your Homelessness?</p> <input type="checkbox"/> Alcoholism <input type="checkbox"/> Family Crisis <input type="checkbox"/> Displacement <input type="checkbox"/> Health Problems <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Illness <input type="checkbox"/> Don't Know <input type="checkbox"/> Mental Illness <input type="checkbox"/> Eviction <input type="checkbox"/> New Arrival	<input type="checkbox"/> Transient on the Road <input type="checkbox"/> Other <input type="checkbox"/> Out of Home Youth <input type="checkbox"/> Primarily Economic Reasons <input type="checkbox"/> Refused <input type="checkbox"/> Substance Abuse
---	---	---

Required Youth and Staff Signature

<p>Homeless Verification</p> <p>Please indicate the current housing situation of the participant being enrolled. Keep the back-up documentation in the case file</p>
<p>Youth Signature: _____ Date: _____</p>
<p>Staff Name (please print): _____</p>
<p>Staff Signature: _____</p>

PRO YOUTH HOUSING STATUS FORM Agency: _____ Status improvement: Exit:

Participant Identification Data

<p><u>Youth Initials</u></p> <input style="width:20px; height:20px;" type="text"/> <input style="width:20px; height:20px;" type="text"/>	<p><u>Month</u></p> <input style="width:20px; height:20px;" type="text"/> <input style="width:20px; height:20px;" type="text"/>	<p><u>Birthdate</u></p> <p><u>Day</u></p> <input style="width:20px; height:20px;" type="text"/> <input style="width:20px; height:20px;" type="text"/> <input style="width:20px; height:20px;" type="text"/>	<p><u>Year</u></p> <input style="width:20px; height:20px;" type="text"/> <input style="width:20px; height:20px;" type="text"/> <input style="width:20px; height:20px;" type="text"/> <input style="width:20px; height:20px;" type="text"/>	<p><u>Gender/Sex</u></p> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgendered	<p><u>HUD Ethnicity</u></p> <p>Latino/Hispanic Heritage: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>HUD Race Categories (Mark Only One)</u></p> <input type="checkbox"/> Asian Heritage <input type="checkbox"/> African Heritage <input type="checkbox"/> American Indian/Alaskan Native Heritage <input type="checkbox"/> Hawaiian & other Pacific Island Heritage <input type="checkbox"/> European Heritage/White <input type="checkbox"/> Mixed Heritage: American Indian/Native American & African <input type="checkbox"/> Mixed Heritage: American Indian/Native American & White <input type="checkbox"/> Mixed Heritage: Asian Heritage & White <input type="checkbox"/> Mixed Heritage: African Heritage & White <input type="checkbox"/> Other Mixed Heritage <input type="checkbox"/> Other (Please Specify): _____
<p><u>Reason For Exit</u></p> <p>For an exit, please indicate the reason</p> <input type="checkbox"/> Completed Program <input type="checkbox"/> Left for a housing opportunity <input type="checkbox"/> Non-compliance with project <input type="checkbox"/> Criminal activity <input type="checkbox"/> Reached maximum time <input type="checkbox"/> Needs could not be met <input type="checkbox"/> Disagreement with rules or staff <input type="checkbox"/> Death <input type="checkbox"/> Unknown/Disappeared <input type="checkbox"/> Other (Please Specify): _____		<p><u>Homeless History</u></p> <input type="checkbox"/> Disability Letter or <input type="checkbox"/> SSI card And <input type="checkbox"/> Homeless 1yr. or <input type="checkbox"/> Homeless 4 times/ 3yrs		<p><u>Special Needs</u></p> <p>(Mark all that apply)</p> <input type="checkbox"/> Mental Illness <input type="checkbox"/> Alcohol Abuse <input type="checkbox"/> Drug Abuse <input type="checkbox"/> HIV/Related Illnesses <input type="checkbox"/> Developmental Disability <input type="checkbox"/> Physical Disability <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Other: (Specify) _____	
				<p>Worker's Initials <input style="width:20px; height:20px;" type="text"/> <input style="width:20px; height:20px;" type="text"/></p>	

Living Situation, Income, and Service Goals

<p><u>Living Situation</u></p> <p>What is the participant's living situation this week?</p> <p><u>Less Stable</u></p> <input type="checkbox"/> Non Housing (street, park, car, bus station, etc.) <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Domestic Violence Situation <input type="checkbox"/> Independent Housing – Evicted within a week <input type="checkbox"/> Family or Friends – Evicted within a week <input type="checkbox"/> Jail or Prison <input type="checkbox"/> Other: (Please Specify) _____ <hr/> <p><u>More Stable</u></p> <input type="checkbox"/> Residential Shelter <input type="checkbox"/> Transitional Housing for Homeless Persons <input type="checkbox"/> Psychiatric Hospital <input type="checkbox"/> Substance Abuse Treatment Facility <hr/> <input type="checkbox"/> Hospital <input type="checkbox"/> Other: (Please specify) _____ <hr/> <p><u>Fully Stable (Permanent)</u></p> <input type="checkbox"/> Unsubsidized Rental Housing <input type="checkbox"/> Public Housing <input type="checkbox"/> Section 8 Housing <input type="checkbox"/> Shelter Plus Care <input type="checkbox"/> HOME Subsidized Housing <input type="checkbox"/> Other Subsidized Housing <input type="checkbox"/> Homeownership <input type="checkbox"/> Moved in with Family <input type="checkbox"/> Moved in with Friends <input type="checkbox"/> Other (Please Specify): _____	<p><u>Current Monthly Income</u></p> <p>\$ _____</p>	<p><u>Worker Assessment of Housing</u></p> <p>Choose one</p> <input type="checkbox"/> Improved <input type="checkbox"/> Not Improved <input type="checkbox"/> Unknown																																													
<p><u>Income Sources</u></p> <p>(Please mark all that apply)</p> <input type="checkbox"/> None <input type="checkbox"/> SSI <input type="checkbox"/> SSDI <input type="checkbox"/> TANF <input type="checkbox"/> Social Security <input type="checkbox"/> General Public Assistance <input type="checkbox"/> Child Support <input type="checkbox"/> Veteran's Benefits <input type="checkbox"/> Employment Income <input type="checkbox"/> Unemployment Income <input type="checkbox"/> Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> Food Stamps <input type="checkbox"/> Other (Please Specify): _____																																															
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<p>Staff Signature _____</p>		<p>Date _____</p>																																													

Perceptions And Experiences Of Homeless Youth Vary By Race, UCSF Study Shows

01 Feb 2009

The self-perceptions and life experiences of young homeless people vary significantly by race, according to a new study by researchers at the University of California, San Francisco. The findings underscore the need for a more tailored approach to youth homelessness intervention and prevention programs.

UCSF researchers surveyed 205 white and African-American youth in San Francisco who had been homeless in the prior six months, and discovered two groups who told starkly different stories about life on the streets and how they ended up there.

"During the course of the study it became clear that while these two groups of homeless youth occupied the same geographic spaces, they seemed to inhabit very different worlds," said senior study author Colette Auerswald, MD, MS, an associate professor of pediatrics and adolescent medicine specialist at UCSF Children's Hospital.

The study is currently published online by the journal *Social Science and Medicine* and is available at <http://dx.doi.org/10.1016/j.socscimed.2008.12.030>. It will appear in an upcoming print edition of the journal.

A combination of ethnographic interviews and epidemiological surveys was used to collect data about issues related to family, housing status, self-identification, street survival strategies, service utilization, and drug use.

The researchers found that the majority of white homeless youth in San Francisco had come from other parts of California and the United States. The African Americans were all born and raised in the greater San Francisco Bay Area.

"Our findings showed the African American youth come from Bay Area communities that are in decline with limited opportunities for young people and their families. The resulting dysfunction and lack of resources to support them at home drive them to the streets," said Benjamin Hickler, the study's first author and a PhD candidate in the Medical Anthropology Program at UCSF and UC Berkeley. "White youth, in contrast, are more likely to be runaways from dysfunctional homes where the cost of staying comes at too high a physical and emotional price."

With regard to family relationships, African American youth maintained closer ties to their families than white youth. While 27 percent of the African Americans said they had stayed with their families in the prior month, only 8 percent of the whites had done so.

The researchers also examined the severity of homelessness in the two groups and found that 81 percent of white youth reported being homeless the night before the interview, compared to 62 percent of African Americans. In addition, 81 percent of whites reported being literally homeless - meaning they had lived in a place not meant for human habitation in the last month, such as on the street, in a park, or in a vehicle - compared to 37 percent of African Americans.

The degree to which each group identified with being homeless also varied significantly. In general, white youth seemed to embrace the label of "homelessness" and maintain outward appearances that "looked the part," including having poor hygiene, tattoos and piercings. African Americans had a very different attitude toward being homeless, with many saying it was shameful and something that should be hidden at all costs, while also emphasizing the importance of appearing financially prosperous.

"That difference in self-identity is one of the most salient between the two groups," Auerswald said. "It shows that, in order to be successful, intervention programs must be consistent with the ways in which these kids view themselves. By defining themselves differently, they are also defining their needs differently."

Auerswald also emphasized the importance of having intervention programs that address long-term housing needs and offer vocational services for homeless youth, in addition to basic street outreach efforts.

For both African American and white youth, drug dealing was a common source of income on the streets, with 40 and 36 percent of each group, respectively, reporting that they sold drugs - primarily marijuana. The two groups were also equally as likely to have engaged in survival sex (sex for money, drugs or shelter) with 16 percent of all youth surveyed reporting that they had done so. White youth, however, were significantly more likely to engage in other activities associated with homelessness, such as panhandling or selling items on the sidewalk.

Patterns of drug use also varied between groups. Although both groups reported regularly using marijuana and alcohol, they had very different experiences with injection drugs. Only 1.7 percent of African Americans said they had injected drugs at some point in their lives, compared to 44 percent of white youth. This difference was reflected in a much higher rate of hepatitis C infection among whites.

In the first part of the study, the researchers conducted in-depth, face-to-face interviews with 54 homeless youth in San Francisco between 15 and 24 years old. The information collected during these interviews was used to generate hypotheses about the similarities and differences between groups. These hypotheses were then validated by surveying the larger sample of 205 youth in the same age range.

Study participants were recruited on the streets, in three San Francisco neighborhoods where homeless youth typically congregate. Data were collected from May 2003 to March 2005.

Article adapted by Medical News Today from original press release.

The research was funded primarily through the National Institute of Child Health and Development. Additional funding came from the UCSF Research Evaluation and Allocation Committee and the Health Resources and Services Administration Title IV/Ryan White Funds.

<http://www.medicalnewstoday.com/printerfriendlynews.php?newsid=137299>

**City of Seattle Human Services Department
Proposers Appeals Process**

A proposer is any legal entity that has responded to a formal process (Request For Investments, Request For Qualifications, bid requests, notice of funding availability or similar process) conducted by the Human Services Department in soliciting applications for the provision of defined services.

1. The Human Services Department (HSD) will notify all applicant in writing of the acceptance or rejection of the proposal, and, if appropriate, the level of funding to be allocated.
2. Within ten (10) working days from the date of the written notification, the applicant may submit a written appeal to the Director of HSD. The basis for the appeal must address one or more of the following criteria:
 - Violation of policies or guidelines established in the RFI.
 - Failure to adhere to published criteria and/or procedures.
3. 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.
4. 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.