

Welcome to the Homeless Investments to Serve American Indians and Alaska Natives RFP information session

We will begin at 3:05pm to allow time for attendees to join

Thank you!

Homeless Investments to Serve American Indians and Alaska Natives RFP Information Session

March 10, 2020



Proprietary and Confidential Information

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

- Examples of personal identifiable information include:
- First Name
- Last Name
- Date of Birth
- Social Security Number
- Financial Account Number
- Driver's License Number or other State Identification Number

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

Session Agenda

- Introduction
- Timeline
- HSD's Theory of Change
- Background & Requirements
- Submission Instructions
- Review and Rating Process
- Tips
- Appeal Process
- Q & A

Introduction

- This Homeless Investments to Serve American Indians and Alaska Natives RFP is an open and competitive funding process
- Approximately \$1M is available through the City's General Fund. \$395K of this is one-time only (2020) funding. At least \$375K must be used for Rapid Re-Housing services.
- Funding awards will be made for the period of April 15, 2020-December 31, 2020.

Timeline

- Funding Opportunity Announcement March 4, 2020
- Information Session March 10, 2020, 3pm-4pm @ Skype Call
- Last Day to Submit Questions March 16, 2020 at 4pm
- **Application Deadline Tuesday, March 24, 2020 by 12pm (noon)**



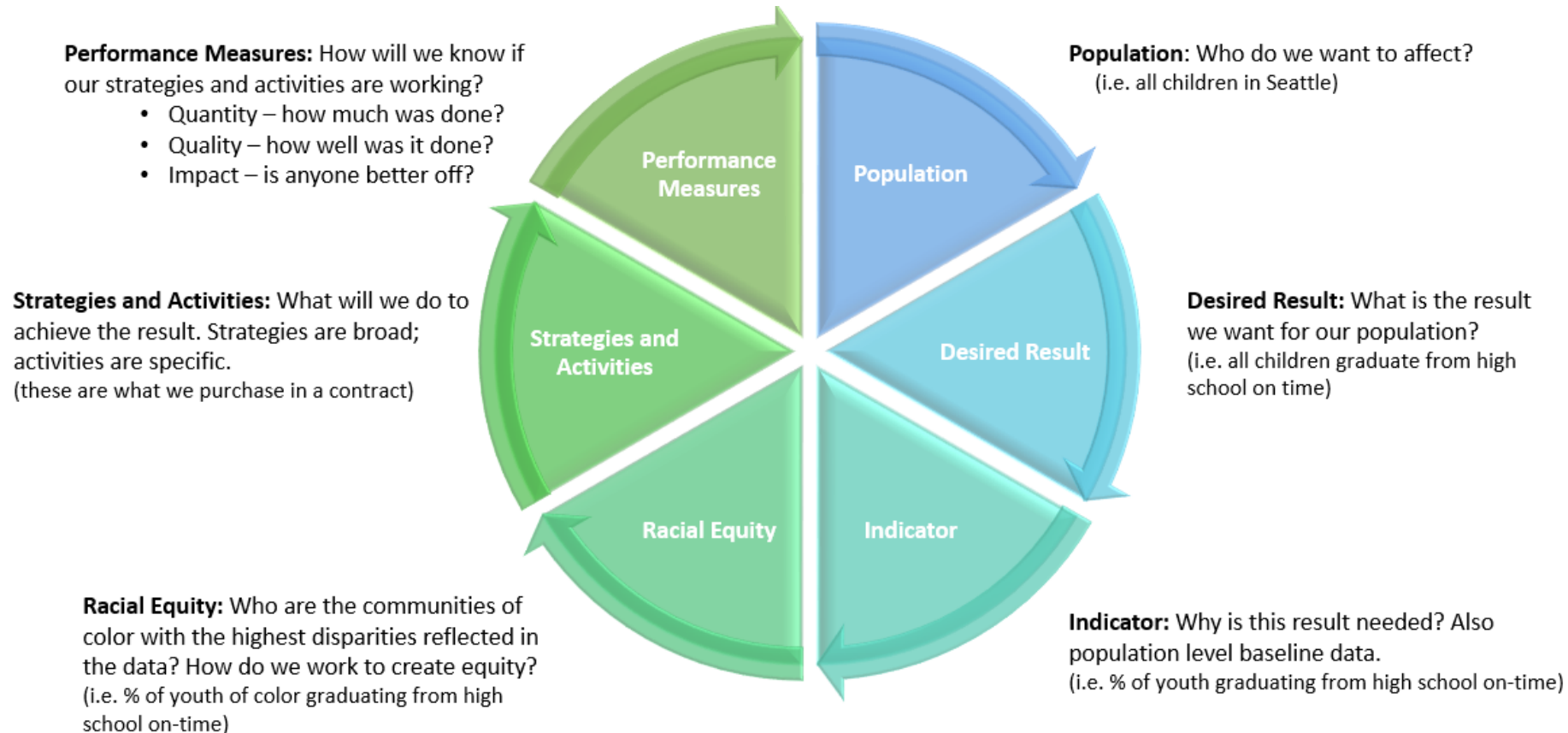
Timeline (continued)

- Review & Rating Process March 24-March 31, 2020
- Award announcement April 3, 2020
- Appeal Process April 6-April 14, 2020
- Contract Start Date April 15, 2020



HSD Theory of Change

Uses Results-Based Accountability and leads with race



HSD Theory of Change (pg. 5)

HSD Theory of Change		
	Theory of Change Term	Definition & Action
Population Accountability	Population HSD Population Priority Population	Who we want to impact Action: Select the HSD Population Action: Describe the priority population within the HSD population
	Desired Result	What we want to achieve in the community Action: Select one of HSD's six impact areas
	Indicator(s) HSD Indicator(s)—REQUIRED Additional Indicator(s)—OPTIONAL	How we know if the desired result was achieved; it describes the wellbeing of the population Action: Select one or more of the HSD indicators that best measures population impact Action: Select one or more additional data points that more closely reflects the RFP/Q population impact; these must be an ongoing dataset or report
Racial Equity Population Accountability	Racial Disparity Indicator Data	Data depicting socioeconomic disparities and disproportionality between racial/ethnic populations Action: Describe the race/ethnic disparities based on data from the desired result, community engagement findings, or other data sources
	Focus Population	Which race/ethnic groups within the priority population show the highest disparities Action: Report data that shows the highest disparities in the investment area
	Population-Level Racial Equity Goal(s)	What we want to achieve in the focus population Action: What is the stretch goal for reducing and/or impacting the racial disparity data
Program Accountability	Strategies	What works to improve the wellbeing of the population Action: Describe the approach that aligns to the desired result and indicators and are informed by best or promising practices, cultural competency, and community engagement. (Are there specific strategies that need to be added for the focus population?)
	Activities if RFQ	What works to improve the wellbeing of the population Action: Describe the specific actions that align to the strategies and will be implemented by providers
	Performance Measure	How we know how well a program, agency, or service is doing Action: Describe what gets counted and how it will be measured: Quantity – how much; Quality – how well, Impact – who is better off Action: If applicable, indicate the contract type (pay-for-performance, etc.)
	Racial Equity Performance Measures	How we know how well a program, agency, or service is doing to address racial disparities Action: Summarize how racial equity performance will be measured within performance measures

Background and Requirements (pg. 6)

- Background
- Service/Program Model
- Eligibility Criteria
- Populations
- Service Components
- Performance Measures
- Key Staff



Background (pg. 6)

- Council Budget Action HOM 10-B-2: “to expand homeless services and improve outcomes for American Indian and Alaska Native (AI/AN) homeless individuals.”
- \$1M / \$395K one-time / at least \$375K Rapid-ReHousing

Service/Program Model (pg. 6)

- One or multiple strategies currently funded by HSD
- Minimum \$375K for Rapid Re-Housing
- Focus should be on exits to permanent housing
- (a drop-in warming center with no additional services is an example of what is *not* the budget intent)



Service Components (pg. 7)

- Coordinated Entry for All (CEA)
- Housing First principles
- Homeless Management Information System (HMIS)
- Federal Fair Housing Act



Client Eligibility (pg. 7)

- HUD definition of literal homelessness - household that is living in a place not meant for habitation, or residing in emergency shelter prior to project entry
- Additional language in RFP on:
 - Literal homelessness
 - Persons fleeing domestic violence
 - Persons at risk of homelessness



Population (pg. 7)

- **Priority Population**

- Households Experiencing Homelessness

- **Focus Population**

- American Indians and Alaska Natives

Performance Measures (pg. 7)

- Minimum Performance Standards and Target Performance Standards
- Varies by project type/investment area – see link in RFP

Key Staff (pg. 8)

- Specific job titles are not prescribed
- Job functions should support American Indians and Alaska Natives with services that result in exits to permanent housing

Submission Instructions (pg. 9)

- Applications due on Tuesday, March 24 at 12:00pm (noon)

- Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.

- Mail or hand deliver to:

Seattle Human Services Department

RFP Response – 2020 Homeless Investments to Serve American Indians and Alaska Natives

ATTN: Sean Walsh, Homeless Strategy & Investment

700 Fifth Ave, Suite 5800

P.O. Box 34215

Seattle, WA 98124-4215

- **No faxed or e-mailed submissions**
- Applications must be complete and on-time

HSD Online Submission System (pg. 9)

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

Complete Applications (pg. 14)

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

Applications must include:

- Application Cover Sheet with a physical signature
- Narrative Response (8-page limit)
- Proposed Program Budget and Proposed Personnel Detail Budget form
- Proof of status as: IRS nonprofit, legal entity incorporation, or tribe
- Current Board of Directors roster or comparable
- Minutes from last 3 Board of Directors meetings or comparable
- Federally approved indirect rate, if applicable
- ***One application per project type

Fiscal Documents (pg. 14)

- Agencies for which we have current financial and insurance documents will not be required to resubmit
- Agencies for which we have incomplete or no financial and/or insurance documents will be notified by the Coordinator and required to submit ALL requested documents within 4 business days from the date of written request
- Financial and Insurance documentation that may be requested are listed in Section IV. of the Application

Fiscal Sponsors (if applicable)

- Applicants that have a fiscal sponsor, must ensure their fiscal sponsor can meet all criteria as listed in the HSD Fiscal Sponsor Requirements document.
- Fiscal Sponsors are required to comply with all HSD contracting requirements and the Master Agency Services Agreement.
- Fiscal sponsors are required to submit financial documents to HSD as outlined in the application and/or at the request of the RFP coordinator.

Rating Criteria (pg. 15)

Scoring

Program Design	20%
Capacity and Experience	15%
Racial Equity & Social Justice	15%
Partnership and Collaboration	0% (up to 5 bonus pts)
Budget & Leveraging	10%
Past Program Performance	40%

Review and Rating Summary (pg. 15)

- Applications submitted
- Rating committee reviews complete applications
- Site visits (as needed)
- Fiscal review
- Final recommendations to HSD Director
- Agency and public announcement



Tips

- Follow the required format defined in the Guidelines
- Be specific, detailed, and concise
- Answer all questions and in the context of your proposed program(s)
- Submit an accurate budget; double check your numbers
- Propose plans for addressing services that are not in place

Tips (continued)

- Have someone else read your application before submitting
- Meet the 8-page limit
- Use the application submission checklist
- Start early
- Review the Online Submission Assistance Page for helpful information:
<http://web6.seattle.gov/hsd/rfi/help.aspx>
- ***E-mail questions by the Q&A deadline Monday, March 16, 2020 @ 4:00pm to Sean Walsh at Sean.Walsh2@seattle.gov***

Appeal Process (pg. 15)

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

Grounds for Appeals:

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

Appeals Deadlines:

- Appeals must be received within four (4) business days from the date of written application status (award/denial)
- A written decision by the HSD Director will be made within four (4) business days of the receipt of the appeal. The HSD Director's decision is final.

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

Questions?

- Questions & Answers posted on RFP website
- Only written answers are official
- Contact Sean Walsh, sean.walsh2@seattle.gov, (206) 684-0569 with questions prior to 4pm, 3/16/20.
- Any issues and/or questions about the online submission system, contact Mari Sugiyama, Funding Policy and Process Advisor, at (206) 684-0130 or mari.sugiyama@seattle.gov

