**Questions and Answers  
Navigation Center Information Session**

**September 7, 2016**

**Q:** Has the $600,000 in additional private funds that you referred to already been raised?

**A:** Yes. Additional funding has also been requested by HSD to the City budget office to support this project beyond the dollar amount listed in the RFQ. The hope is that City funding and private donations will result in a funding level similar to that of the San Francisco Center will become available to support all aspects of the project.

**Q:** The RFQ references onsite storage for belongings. How many possessions should people be able to bring with them into the Center?

**A:** We didn’t specify the quantity of belongings in the RFQ. However, the intent is that possessions/belongings should not be a barrier to housing and entrance to the   
Navigation Center. Information regarding storage for belongings needs to be built into proposals.

**Q:** The San Francisco model incorporated City staff into the management of their center. Can you speak to the potential role of City staff in this project?

**A:** The funded program should be prepared to work closely with designated City staff on all aspects of the project. However, a specific description of City staff involvement at the Center has not been detailed at this time.

**Q:** If an agency writes a co-application for this project, is the proposal still limited to a length of 14 pages?

**A:** Yes. Applications may not be longer than 14 pages. See Section II, page 17, of the RFQ for detailed instructions regarding formatting requirements.

**Q:** Does the city have a property in mind for this project?

**A:** The city looked into several properties as potential sites for the Navigation Center. Only one site is still being evaluated and considered at this time. This information will be released when it is available.

**Q:** Can you share the locations of the properties that were/are being considered?

**A:** I don’t have that information available. What I can share today is that a site with adequate indoor space and with outdoor space for storage, socializing, smoking, and pets, etc. would be ideal. These are hard to find in the City and among City properties.

**Q:** What is the rationale for data integration not being allowed in this contract?

**A:** There are few organizations that use data integration into HMIS. We decided to not allow for data integration for this project. HMIS data and real time information will be key to communications and evaluation of this Navigation Center project.

**Q:** Is bringing in groups of people living together in encampments part of this model?

**A:** Similar to the question about belongings, the intent of this model is that household composition not be a barrier to housing at the Center. In order to be a low-barrier shelter, applicants should consider how they will accommodate groups of people that prefer to come into the Center together.

**Q:** The San Francisco model had set-aside housing units for the residents. Will set-aside units be part of this model as well?

**A:** No, not at this time. No set-aside housing units are part of this RFQ. The selected organization will need to assist residents in accessing stable and/or permanent housing without the availability of set-aside units for the Center.

**Q:** The San Francisco model brought other service providers on site to benefit the residents. Is that an expectation of this model?

**A:** Integration of essential services on-site is not a requirement of this RFQ but is regarded as a person-centered practice. Applicants are encouraged to build strategic partnerships into their proposals to meet the most critical needs at the Center.

**Q:** Will the City coordinate renovation of any identified site or will the funded entity be working directly with architects/contractors on any necessary building modifications?

**A:** I don’t have the information necessary to answer this question at this time, but will gather more information and post it on the RFQ website.  
**A:** Proposals should include estimates for building renovations or modifications. The City cannot guarantee the availability of architects or contractors for the project at this time.

**Q:** Will there be expedited building permit processes for any necessary modification to the selected site?

**A:** Yes, this may be possible. Due to this RFQ addressing shelter and coming out during the State of Emergency on Homelessness, it may be possible to expedite permitting and other processes. Permitting is outside of the RFQ, and HSD will follow up on this question with other City departments.

**Q:** Does there need to be a full kitchen on site?

**A:** Food and meal money has been requested by HSD to support this project. However, there is no expectation that the selected site will have a full kitchen dedicated to food and meal preparation. Applicants should specify how they can provide food and/or meals at the Center. Acceptable models could include food prepared on site or meals brought in by a project partner. All proposals should allow for storage and reheating of food and/or meals for consumption throughout the day and not solely at Center designated meal times.

**Other Items Mentioned at the Informational Session:**

* Applicants should detail how they will engage people at the Center in ways that are tailored to the range of needs and preferred levels of engagement with services.

* Applicants are encouraged to address what potential housing exits could be achieved for the everyone at the Center, including those who may not access permanent housing at program exit.
* Applicants should assume that grant reviewers know nothing about homeless services and local organizations. A complete RFQ narrative should be written to be understood by raters/reviewers from a variety of backgrounds.
* Applicants are encouraged to address how they will use a Housing First model that eliminates all barriers to accessing permanent housing, including but not limited to, participants with ongoing substance use, addictions, and mental health needs.
* The concepts, approaches, and strategies for Recovery are available on the [King County Mental Health and Substance Abuse site](http://www.kingcounty.gov/depts/community-human-services/mental-health-substance-abuse/mental-health/recovery.aspx), which includes the [Components of Recovery](http://www.kingcounty.gov/depts/community-human-services/mental-health-substance-abuse/mental-health/recovery/components-recovery/10-fundamentals.aspx).