



King County Department of Community and Human Services



City of Seattle Human Services Department



United Way of King County

Landlord Liaison Project Request for Proposals

Application Guidelines

■ DUE DATE

Wednesday, November 21, 2007 at 12:00 PM Pacific Standard Time

Electronic and paper "Master Copy" submittals are due to King County Housing and Community Development Program, **Attn: Katy Miller by 12:00 PM on Wednesday, November 21, 2007**. Applications will not be accepted after this deadline. Faxed copies of the application will not be accepted. (See page 18 for detailed instructions.)

■ CONTACT AND INQUIRIES

Katy Miller

(206) 263-9090

Katy.miller@kingcounty.gov

King County Housing and Community Development
401 5th Ave., Suite 510
Seattle, WA 98104

*** Please note our new address**

■ APPLICATION WORKSHOP

Location: New King County Office Building, 401 5th Ave., Conference room 126

Date: November 7, 2007

Time: 10:00 am – 12:00 pm

(See page 19 for more information.)

■ UPDATES AND MATERIALS

Updated information and materials related to this Landlord Liaison Project Request for Proposals (RFP) and Questions and Answers from the application workshop will be available online:

<http://www.metrokc.gov/dchs/csd/Housing>

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SUMMARY

OVERVIEW

King County Department of Community and Human Services (DCHS), together with the City of Seattle Human Services Department (HSD) and United Way of King County (UWKC) are seeking an organization to administer a countywide landlord liaison project. This project will be based on a centralized housing search assistance model created by the Committee to End Homelessness' Success in Housing Implementation Plan (SHIP) workgroup.

The goal of the Landlord Liaison Project is to increase access to both private market and non-profit owned rental housing for persons moving from homelessness to permanent housing throughout King County. The primary strategy of the project is to create incentives for landlords to relax screening criteria for homeless people with barriers to accessing permanent housing. Barriers may include: poor credit, criminal histories and past evictions that prevent the household from securing housing on their own.

This model was developed based on research of national best practices and local experience. It includes such tools as: landlord outreach and housing search assistance, move-in assistance, time-limited rental assistance, eviction prevention funds, credit and background reports, a landlord risk reduction fund, tenant and landlord education and training (United Way of King County Ready to Rent Program) and specialized agreements with service providers for case management services.

The agency selected to administer the Landlord Liaison Project will either have demonstrated experience in the following areas or be able to clearly describe how other related work qualifies them to administer this project: 1) working with a wide variety of non-profit and private landlords, with agencies serving veterans and other service providers countywide, and working with a variety of homeless populations, including homeless families, single adults, young adults, persons who are chronically homeless and homeless veterans and their families, 2) assisting the above homeless populations in finding and securing permanent housing, 3) administering rental assistance funds, accounting for public funds and complying with federal, state and local funding requirements, 4) providing education to homeless people on rental housing and their rights and responsibilities as tenants, and 5) providing culturally relevant services to homeless people, geared towards reducing barriers to accessing housing and services.

BACKGROUND

According to the goals of the *Ten-Year Plan to End Homelessness in King County*, approximately 4,725 units of existing housing will be needed to help solve the crisis of homelessness in King County. We do not have the capacity to build all of the housing needed to solve homelessness; consequently, we need incentives for both private and non-profit landlords to rent to homeless households who they perceive to be high-risk because of poor rental histories, poor credit issues or previous criminal justice system involvement.

The landlord liaison project concept originated out of a year-long Committee to End Homelessness (CEH) planning effort called the "Success in Housing Implementation Workgroup" or "SHIP." This group was tasked with doing research and interviews in the community with landlords and homeless service providers to examine issues surrounding access to and retention of housing for households that have experienced homelessness and have barriers to securing housing. As a result of these interviews and research from national best practices, the workgroup proposed a model that will create a system to increase access to private market and non-profit owned permanent housing for homeless people who would otherwise not be able to meet the screening criteria to rent an apartment on their own.

In April 2007, the CEH Interagency Council (IAC) approved a landlord liaison model that incorporates a number of key components such as a landlord risk reduction fund, housing search assistance, move-in costs, time-limited rental assistance, eviction prevention funds, criminal and background checks, and tenant and landlord education. The IAC then tasked the funders to get together and find resources that could be packaged for such a project. As a result of its complexity and large scope, this project will represent the necessary coordination of five different fund sources from three local funders: King County, City of Seattle and United Way of King County. All funding is combined through this application process and will be incorporated into a single contract administered by King County DCHS/ Housing and Community Development Program (HCD).

SCOPE OF WORK

Approximately \$1.1 million in funding per year is available for staffing and client assistance funds to administer the Landlord Liaison Project. Additional funds will also be made available to this project. They include: a Landlord Risk Reduction Fund managed by King County, financial assistance funds through King County Mental Health Chemical Abuse and Dependency Services (MHCADS) for clients in need of high intensity services, and funds for one-time start-up costs. The five funding sources included in this Request for Proposals (RFP) are: King County Veterans' and Human Services Levy, King County Homeless Housing and Services Fund, Washington State Homeless Grant Assistance Program funds administered by King County MHCADS, City of Seattle Human Services HOME funding, and United Way of King County. The combined funding contract will begin as early as January 1, 2008, with an initial contract term of two years.

The funders will work directly with the selected organization to create this project and develop the program policies and partnership agreements. The project will participate in an evaluation and there will be fund reporting requirements. As a result, the organization will need to have necessary data and administrative tracking mechanisms in place.

Initially, the project will serve approximately 250 homeless households per year. All project participants will have significant barriers to accessing permanent housing. Barriers may include: poor credit, criminal history, adverse tenancy history or lack of tenancy history that prevents the household from securing housing on their own. Up to 20% of the participants served will be long-time or chronically homeless and will need intensive services once they move into housing. Some of the participants will receive some form of time-limited rental assistance, move-in costs, or eviction prevention funds. This assistance may be provided by the Landlord Liaison Project or through other resources in the community. Additionally, it is anticipated that many of the participants will need long-term rental assistance. This resource, along with case management services, is not available through the Landlord Liaison Project, so will need to be accessed through the referring service provider or other avenues in the community.

Participants will be linked to the project through a participating homeless service provider who will commit to provide necessary case management services and supports to tenants in housing and will be available in the future if they need additional crisis intervention or service supports.

The primary duties of the agency administering this project will be to work with local private and non-profit landlords to create housing opportunities for homeless clients with barriers to accessing permanent housing and act as an information and resource hub, housing liaison, and assistance coordinator for people who are homeless, social service providers and landlords countywide. This will be done through collaboration with other agencies providing housing search assistance in the community, partnership agreements with landlords who will make units

available to project participants, and service agreements with social service agencies who agree to refer eligible clients to the project and provide on-going case management and on-call support to them once they move into permanent housing. The service agreements will also clarify roles and set expectations regarding the level and quality of services provided to tenants in housing.

Contemplated staffing for the project includes seven positions that align with the different fund sources that are available in the RFP. However, an applicant may propose a different staffing level or change the names of the positions. Sample job titles include: a Program Manager, two Landlord Liaisons (one for high intensity service level clients and one for other populations), two Housing Advocates (one for chronically homeless clients and one for other populations), an Administrative/ Data Specialist and a Ready to Rent Trainer. Following are general duties for these positions:

Program Manager: Develop program policies in coordination with funders, provide staff supervision, build and maintain relationships with service agencies, monitor quality assurance and agreements with participating service agencies and landlords, oversee contract compliance and reporting, and approve expenditures related to the Landlord Risk Reduction Fund and rental assistance funds.

Landlord Liaison: Provide outreach to landlords and program orientation for participating landlords and property managers, provide emergency on-call services for landlords and act as a liaison and mediator for housing issues that may arise, maintain landlord relationships and keep current data on properties and landlord contacts, coordinate with other programs providing housing search assistance in King County, develop landlord agreements, and work closely with other project staff and service partners to identify appropriate housing for homeless clients.

Landlord Liaison for High Intensity Service Level Clients: Provide outreach to landlords and program orientation for participating landlords and property managers specifically related to housing clients that have high intensity service needs, provide emergency on-call services for landlords and act as a liaison and mediator for housing issues that may arise, maintain landlord relationships and keep current data on properties and landlord contacts, coordinate with other programs providing housing search assistance in King County, develop landlord agreements, assist in negotiating master leasing arrangements, and work closely with other project staff and service partners to identify appropriate housing for homeless clients.

Housing Advocate: Act as a liaison with service providers, homeless clients and landlords, provide client intake and housing assessment, provide housing information and referral to homeless clients, provide assistance with housing applications and housing placement, assess a client's need for move-in costs, short-term rental assistance and eviction prevention funds, act as a liaison and mediator for housing issues that may arise, problem solve client conflicts with landlords, and perform unit move-in and move-out inspections.

Housing Advocate for Chronically Homeless: Act as a liaison with service providers, landlords and persons who are chronically homeless, provide client intake and housing assessment, provide housing information and referral to chronically homeless clients, provide assistance with housing applications and housing placement, assess a client's need for move-in costs, rental assistance and eviction prevention funds, act as a liaison and mediator for housing issues that may arise and problem solve client conflicts with landlords, and perform unit move-in and move-out inspections.

Admin and Data Specialist: Submit reports and invoices to King County, track and administer rental assistance payments to landlords, coordinate client housing stability follow-up and surveys to report on project outcomes, and maintain an internal landlord database.

Ready to Rent Trainer: Coordinate all activities related to providing approximately eight, six week long rental education classes to homeless clients, certify staff from other agencies to teach Ready to Rent to their clients, offer workshops to landlords on such things as: human service resources, fair housing law, landlord/ tenant rights and responsibilities and conflict resolution, provide ongoing contact and follow-up with class graduates, provide housing referrals and assess a participants need for move-in deposit assistance, and act as a link between the class participants and the rest of the landlord liaison project.

PROJECT RESOURCES

The funding combined to implement the Landlord Liaison Project will offer a number of key resources and incentives to participating clients, social service providers and landlords. Following is a list and short description of these resources:

The Landlord Risk Reduction Fund: The Landlord Risk Reduction Fund is a key component of the Landlord Liaison Project and will be the primary incentive to encourage landlords to rent to clients with poor credit and rental histories. The risk reduction fund will provide a type of insurance to landlords to cover the costs of monetary damages such as delinquent rental payments or excessive physical damage done to a unit.

The fund will provide added assurance to landlords by offering the option to be reimbursed for excessive damages to a unit or limited legal costs beyond the amounts covered by a security deposit. For example, the maximum amount of a claim may be up to \$5,000.00 to repair a unit that has undergone significant damages and is currently uninhabitable. King County will hold management and oversight responsibilities for the fund and the Landlord Liaison Project staff will oversee the process of approving and submitting claims to King County for damages. Specific costs and reimbursable amounts for damages will be determined by King County and the Landlord Liaison Project administrator, once selected. However, examples of typical costs may include the following:

Carpet: \$800 - \$1,400 (1 to 3 bedroom unit)

Vinyl floor: \$200

Wall damage: \$200

Cleaning: \$110 - \$150

Garbage hauling: \$150

Legal costs: \$350

As currently envisioned, claims made to the fund will be a last resort and initiated by the landlord liaison staff through a process that includes the following steps: 1) a written and signed request from the landlord to the Landlord Liaison Project for documented damages made by the tenant to the unit (up to three bids may be requested from the landlord for costs to repair damages), 2) a signed inspection and written verification from the landlord liaison staff confirming damages and a list of costs for repairs (staff will inspect the unit for damages and compare the move-in and move-out “walk-through” check-list to confirm that damages were not present prior to the tenant moving into the unit), 3) approval of the claim by King County based on set payment standards for typical damages, and 4) payment made by King County to the landlord for

documented costs. Please note that a scale of typical damage costs and payment limits will be developed by King County, in consultation with the Landlord Liaison Project, and payments will be made within established ranges based on market costs for each item. There will also be a set maximum limit for claims to the fund. All policies related to administering the fund and the process for calculating and submitting claims to King County will be finalized once the Landlord Liaison Project entity is under contract.

Links to Permanent Housing: The Landlord Liaison Project will build relationships with area landlords and social service agencies who are interested in participating in the project. The landlord liaison staff will act as a link between landlords, clients and social service providers and provide needed support and resources during the housing search phase and long-term for both clients and landlords in order to mediate conflicts and problem solve issues if they arise. The landlord liaison staff will coordinate with other agencies doing housing search assistance in King County, maintain a database of housing opportunities for homeless participants, and work with partnering social service providers to assist homeless clients in securing an appropriate unit. Some of the housing agreements negotiated through this project may be master lease arrangements between a non-profit organization and a private landlord, where blocks of units are secured for a particular group of homeless clients. There will be two staff dedicated to locating housing and working with high service level clients and clients that may be characterized as “chronically homeless.” These clients may have histories of frequent involvement with the criminal justice system and have health, mental health and chemical dependency issues that create barriers to securing housing on their own.

Specialized Agreements with Landlords and Social Service Agencies: Landlords will sign agreements with the project to provide rental housing units for homeless participants and confirming their understanding of the project goals - to help homeless clients access and retain permanent housing long-term. In exchange for a landlord’s willingness to reduce screening criteria for project participants, they will receive access to the risk reduction fund for excessive damages to a unit, as well as assurances that the tenant will receive ongoing supportive services, and a liaison for the landlord to call to address a problem if one should arise.

Specialized agreements will also be signed with social service agencies who want to participate and refer eligible clients to the project. In exchange for their clients’ access to a range of resources and housing referrals, social service providers will agree to work in partnership with the Landlord Liaison Project staff to find suitable housing for the participating client and provide on-going case management and on-call support to their clients after they move into permanent housing.

Client Assistance Funds: There are several financial assistance resources that will be available through this project for participating clients. They include funds for credit and criminal background checks, move-in costs and security deposits, time-limited rental assistance, and eviction prevention. Clients will be individually assessed for assistance needs by the liaison project housing advocates. These resources will be flexible in order to stabilize households in housing and provide assistance as needed to be sure that they can retain housing long-term.

Tenant and Landlord Training: The United Way of King County Ready to Rent Program will be incorporated into this project to provide tenant and landlord education and trainings. The Ready to Rent Trainer will organize and facilitate approximately eight, six week rental education classes to homeless clients per year. Classes will be held in the community and the curriculum is designed to help low-income and homeless persons understand their responsibilities as tenants. The classes will also provide information to help students resolve past issues that

create barriers to obtaining housing, such as prior evictions, poor credit, criminal history or limited rental history. Upon completing the 12-hour training, graduates will receive a certificate that landlords view as a positive factor when selecting a potential tenant. Graduates will also have access to funds to help pay for housing deposits.

Additional trainings will be offered for non-profit agencies on how to teach the Ready to Rent curriculum to their clients and workshops for landlords and property managers on topics such as: the landlord tenant law, fair housing rules (in coordination with local civil rights agencies), conflict resolution and de-escalation skills.

APPLICANT INFORMATION AND GUIDELINES

ELIGIBLE APPLICANTS

The following types of organizations are eligible to apply:

- Non-profit organizations
- Public agencies
- For-profit organizations

Note: Eligible applicants must have the capacity to manage and account for public funding and to work with the participating funders to develop a large-scale and complicated program meant to improve housing resources and coordination for homeless people throughout King County.

APPLICANT EXPERIENCE

A competitive applicant will either have demonstrated experience in the following areas or be able to clearly describe how other related work qualifies them to administer this project:

- Working with a wide variety of non-profit and private landlords;
- Working with agencies serving veterans and other service providers countywide;
- Working with a wide variety of homeless populations, including homeless families, single adults, young adults, persons who are chronically homeless, and homeless veterans and their families;
- Assisting the above homeless populations in securing and retaining permanent housing;
- Administering rental assistance funds, accounting for public funding and complying with federal, state and local funding requirements;
- Providing education to homeless people on rental housing and their rights and responsibilities as tenants; and
- Providing culturally relevant services to homeless people, geared towards reducing barriers to accessing housing and services.

DEFINITIONS

Cultural Competency within an organization includes:

- Having a defined set of values and principles, and demonstrating behaviors, attitudes, policies and structures that enable the organization to work effectively in cross-cultural situations;
- Having the capacity to 1) value diversity, 2) conduct self-assessment, 3) manage the dynamics of difference, 4) acquire and institutionalize cultural knowledge, and 5) adapt to diversity and the cultural contexts of the communities they serve; and
- Incorporating the above in all aspects of policy making, administration, practice, service delivery and involving consumers and key stakeholders.

Eviction Prevention funds are emergency resources used to help prevent a person from becoming homeless. This usually includes paying a past due rent payment to a landlord.

Homeless persons or households are those who, on a particular day or night, do not have decent and safe shelter or sufficient funds to purchase a place to stay. This includes people who can provide proof of imminent housing loss or who are currently residing in homeless shelters or transitional housing.

Landlord Risk Reduction Fund is an insurance fund for landlords created through the King County Veteran's and Human Services Levy. This fund is meant to provide added assurance to landlords who are willing to reduce their screening criteria to rent to a tenant with a poor credit history, past evictions or a criminal history. Claims made to the fund would be limited and based on reasonable costs for damages not covered by a security deposit.

Move-in Costs and Security Deposits are costs related to securing housing. Often costs for moving into a permanent housing unit require first month's rent, last month's rent and a security deposit.

Permanent Housing is housing for homeless people with no predetermined time-limit on tenancy. Residents hold leases and can stay in the housing for as long as they choose.

Ready to Rent is a standardized, six week tenant education curriculum.

Support Services are case management services and other service supports that are easily accessible and tailored to the individual needs of project participants. Services are intended to help increase housing stability and be available when they are needed.

Time-limited Rental Assistance is funding to pay a portion of the tenant's rent in permanent housing for a limited period of time.

Veteran is defined as any person who:

- Served in any branch of the armed forces of the United States, including the National Guard, the Coast Guard, and the Armed Forces Reserve; AND
- Fulfilled the initial military service obligation, OR was called into federal service for at least 180 cumulative days; AND

- Received the following characters of discharge: Honorable, Medical, Under Honorable Conditions (UHC).

National Guard, reserve member or service member is defined as any person who:

- Has been called up under Federal or State orders (including Article 10 or Article 32 activations); OR
- Is currently enlisted in the US Armed Forces; OR
- Is in the process of activation for duty; OR
- Is activated for duty; OR
- Is returning from duty; OR
- Has returned from duty in the previous 365 days.

Family members of veterans are defined as:

- A spouse or domestic partner of a veteran or service member, as defined above;
- A dependent of a veteran or service member, as defined above; a dependent must be the legal responsibility of the veteran or service member at the time of receipt of assistance.

SELECTION PROCESS

TIMELINE

Landlord Liaison Project RFP Timeline	
October 25th	Application materials available on the King County website
November 7th	Applicant workshop
November 21st	Applications due to King County, HCD
November and December	Application review process (Applicants may be contacted during this time for additional information)
Late December	Applicants will be notified about the funding decision
On or after January 1, 2008	Contract will begin and the selected organization will work with the funders to develop the project

EVALUATION AND REVIEW

King County DCHS/ HCD will conduct an application review process. First, applications will be reviewed by DCHS/HCD staff for eligibility and completeness. Incomplete or ineligible applications will be rejected. Applications that pass the threshold review will receive further evaluation.

Second, King County staff will convene a review team to evaluate the applications. The applications will be reviewed by a group that is consistent with conflict of interest rules and representative of diverse points of view. The Review Team will evaluate the proposals based on clear guidelines, and then will make funding recommendations to the Director of King County DCHS for King County funds and to the Directors of City of Seattle Human Services Department and United Way of King County for the funds that they are contributing to the project.

RATING CRITERIA (100 POSSIBLE POINTS)

Proposals will be reviewed for completeness and rated according to the following criteria:

Criteria Category	Possible Points
Project Implementation	20
Project Readiness	10
Agency Capacity and Experience	40
Cultural Competency	15
Budget and Budget Narrative	15

APPEALS PROCESS FOR KING COUNTY FUNDING

Grounds for an appeal:

An applicant may only submit an appeal on the following grounds:

1. Failure by DCHS to follow the procedures set forth in this RFP; and/or
2. Bias, discrimination, or conflict of interest on the part of a rater.

What the appeal must contain:

The applicant must state all of the facts, arguments, and ground(s) for the appeal in a letter. Include the following information in the appeal:

1. The ground(s) for the appeal;
2. A detailed and complete statement of the specific action that the applicant is appealing; and
3. A description of what relief or corrective action the applicant is requesting;

Applicants may attach additional documentation to support the appeal.

How to submit an appeal:

The applicant must submit an appeal in writing and it must be signed. The appeal must be sent by mail or hand-delivered to **King County Housing and Community Development Program, Attn: Cheryl Markham, 401 5th Ave., Suite 510, Seattle, WA 98104**. Appeals sent by fax or email will not be accepted. DCHS/HCD must receive the appeal no later than five (5) business days after receipt of the funding notification letter.

How DCHS will review your appeal:

The appeal will be forwarded to the Director of DCHS, along with copies of the application forms, the applicant's proposal, the scoring sheets, and any other documents showing how the proposal was evaluated. The Director will conduct an objective review of the appeal based on the contents of the written appeal letter and the above materials.

The DCHS Director will send the applicant a written decision within five business days after the appeal letter is received, unless more time is required to review the appeal and make a determination. The DCHS Director will notify the applicant if additional time is necessary.

How DCHS will decide your appeal:

The DCHS Director will make a final determination of the appeal and will either:

1. Find that the appeal lacks merit and uphold DCHS's actions;
2. Find that any errors in the RFP process or in DCHS's conduct did not influence the outcome of the process and uphold DCHS's actions; or
3. Find merit in the appeal and provide options for corrective action by DCHS.

Note: Appeals will only be considered if made on the grounds described in this section.

DCHS will not conclude this RFP process until it has made a final determination of any appeal.

CONTRACTING WITH KING COUNTY DCHS

The agency awarded funding will contract with King County DCHS/HCD. The contract will begin on or after January 1, 2008. Please note that costs incurred prior to the contract start date will not be reimbursed. The contract will include conditions related to a number of state regulations and county ordinances, including fair housing and nondiscrimination laws, which should be considered when planning your project.

The following items are only a few of the requirements. Please contact HCD staff if you have any questions or would like to obtain a complete list of the contracting requirements.

Reporting and Monitoring Requirements

The agency will be required to submit monthly invoices and reports. Reports include unduplicated counts of clients served with detailed demographic data, and progress towards meeting outcomes.

The agency will be expected to provide additional information, as needed, for project monitoring, management and evaluation. DCHS will conduct site visits and maintain active contact with the agency to provide technical support and assistance as needed.

Outcomes

DCHS intends to measure the following outcomes for the Landlord Liaison Project:

- Short term outcomes - HCD will measure improved access to housing in terms of the number of additional housing opportunities created and the number of housing units made available to homeless people through the Landlord Liaison Project and the availability of resources such as the risk reduction fund, time-limited rental assistance, supportive services and tenant education.
- Medium term outcomes - HCD will work with the agency selected to administer the project and their partnering services providers to measure tenant stability in permanent housing for at least one-year through indicators such as retention of permanent housing, reduced use of public services and expensive interventions, and tenant's perception of quality of life and well-being.
- Long term outcomes - HCD will work with the community at large, CEH and other public funders to measure reduction in homelessness, reduction in the number of households that are severely cost burdened and at risk for homelessness and reduction in the percentage of homeless persons that are persons of color.

Homeless Management and Information Systems (HMIS)

The agency that receives funding through this RFP must participate in the Safe Harbors Homeless Management and Information Systems (HMIS) as appropriate.

Fair Housing

King County DCHS/HCD affirmatively furthers fair housing and passes this duty on to our grantees. Subsequently, housing partners involved in this project must further federal, state and local fair housing laws in both design and operation. King County will work the landlord liaison

agency to incorporate fair housing training into the project, so that project staff and landlords understand fair housing requirements and how they pertain to this type of project.

Rental Assistance – All protected classes should be treated the same with respect to access to resources and services, with the exception that persons with disabilities must be granted reasonable accommodations in rules and practices if needed. The agency should have clearly stated fair housing policies for all clients, including reasonable accommodation policies.

Services – In general, service providers may target and serve particular populations based on the expertise of the agency providing the services as long as the housing component of the project complies with fair housing laws. Service providers should be aware that they may have fair housing compliance issues if they are also the housing provider, or have a partnership with a housing provider that allows them to control access to housing units, and, as such, limit all or most of the housing units in a project to a particular group as noted above (for example, “single adults”¹ or “single men”). In addition, there are some funding sources that will not allow targeted housing and services to a particular population, consequently, such a project may have a narrower choice of fund sources available.

Audit

The agency shall have an independent audit conducted of its financial statement(s) and condition, which shall comply with the requirements of generally accepted auditing standards; General Accounting Office Standards for Audits of Governmental Organizations, Programs, Activities, and Functions; and Office of Management and Budget Circulars A-21, A-87, A-102, A-122 and A-133, as amended, and as applicable. The agency shall provide to the County a copy of the audit report including any management letter or official correspondence submitted by the auditor, its response and corrective action plan for all findings and reportable conditions contained in its audit. These documents shall be submitted no later than six months subsequent to the end of the agency’s fiscal year.

Insurance Requirements

The agency will be required to provide evidence of general liability coverage and name King County as an insured under their policy. Agencies that provide services by licensed professionals must also provide evidence of professional errors and omissions coverage. Agencies that transport clients in vehicles must also provide evidence of automobile coverage. The following minimum amounts of coverage are required with an insurer rated A: VIII or better by Best’s:

General Liability: \$1 million combined single limit per occurrence by bodily injury, personal injury, and property damage, and for policies with aggregate limits, a \$2 million aggregate limit.

Professional Liability, Errors, and Omissions: \$1 million (may be placed with insurer rated B+: VII).

Auto Liability: \$1 million combined single limit per accident for bodily injury and property damage.

¹ It is okay to target single adults for SRO units.

Domestic Partner Benefits (non-discrimination in benefits)

King County law prohibits agencies from discrimination in the provision of employee benefits between employees with spouses and employees with domestic partners. Agencies must certify that they are compliant with this law. Agencies that enter into contracts valued at \$25,000 or greater with King County must provide benefits to domestic partners of their employees' equivalent to the benefits provided to spouses of their employees. The law applies to all benefits that a contractor provides to employees because they have a spouse (i.e. sick leave to care for a spouse) and all benefits offered directly to such spouses (i.e. medical insurance). The law requires parity – which an equivalent benefits package is offered to employees with domestic partners. However, this law does not require an agency provide benefits to their employees or spouses.

APPLICATION SUBMISSION

APPLICATION SUBMISSION INSTRUCTIONS

All applicants must submit:

- **One** (1) original paper copy (marked “Master Copy”), which includes: the application narrative, budget narrative, budget forms and the required attachment;
- **Five** (5) additional (three-hole punched) paper copies of the application, which includes: the application narrative, budget narrative and budget forms; and
- **One** (1) electronic copy of the application narrative, budget narrative and budget workbook, provided either by disk or via e-mail (preferred).

Completed applications should be sent to King County Housing & Community Development Program (HCD) in the following ways:

- Via e-mail to: Katy.miller@kingcounty.gov
- Paper copies (and disks) should be sent to:

King County Housing & Community Development Program

Attn: Katy Miller

410 5th Ave., Suite 510

Seattle, WA 98104

*** Please note the address change**

ADDITIONAL INFORMATION

- **All** (electronic and paper) submittals are due to King County HCD no later than **12:00 PM Pacific Standard Time on Wednesday, November 21, 2007.**
- Facsimile copies of application will not be accepted;
- Electronic versions of the proposal may be either sent to the e-mail address listed above or delivered on a disk as part of the completed application package;
- For proposals being submitted electronically, both the application in electronic format and accompanying paper versions of the application package must arrive at the above location by the submission deadline in order to be considered for funding;
- Paper copies must be delivered to King County at the address listed above;
- Applications that do not arrive at the specified address by the submission deadline will not be accepted or reviewed;
- Applications that do not follow the specified format and/or meet the submission requirements will not be reviewed;
- Use a minimum of 11-point font and one-inch margins for all Word documents. Use a minimum of 10-point font for all Excel documents;

- Do not use staples or any other fixed material to bind proposals (e.g. spiral binding). Plastic three-hole binders or binder clips are acceptable.

APPLICATION WORKSHOP DETAILS

King County, City of Seattle and United Way of King County will cosponsor an application workshop where information will be offered to applicants on completing the application forms. Applicants are encouraged but not required to attend.

LANDLORD LIAISON PROJECT APPLICATION WORKSHOP	
Date:	Wednesday, November 7, 2007
Location:	New King County Office Building, 401 5th Ave., Seattle, WA 98104 (Conference Room 126)
Time:	10:00 am – 12:00 pm



Sign language and communication materials in alternate formats can be arranged given sufficient notice by calling:



(206) 263-9090 or TTY: 711 (Relay service)

STAFF CONTACT

Additional technical assistance may be requested from King County DCHS/HCD staff during the application period and a list of questions and responses related to this RFP will be posted on the King County Housing and Community Development (HCD) website:

<http://www.metrokc.gov/dchs/csd/Housing>.

Questions regarding the application or requests for technical assistance should be directed to the following King County DCHS/HCD staff person:

Katy Miller

Supportive Housing Planner, PPMIII

Phone: (206) 263-9090

Email: Katy.miller@kingcounty.gov