



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

May 2, 2006

Motion 12279

Proposed No. 2006-0163.3

Sponsors Lambert and Ferguson

1 A MOTION approving the policies, priorities and
2 procedures for allocating and awarding funds available to
3 King County pursuant to RCW 43.185C.010(9) and
4 43.185C.050 and authorizing the Committee to End
5 Homelessness in King County to proceed with the
6 implementation of said policies, priorities and procedures.

7

8

9 WHEREAS, homelessness is recognized as a critical issue in King County and
10 other places in the nation, and

11 WHEREAS, the regional one-night count of homeless persons estimates that
12 approximately eight thousand three hundred King County residents experience
13 homelessness on any given night, and

14 WHEREAS, over twenty-four thousand King County residents will experience at
15 least one episode of homelessness during the coming year, and

16 WHEREAS, King County finds it unacceptable that such a high number of our
17 citizens cannot find safe, decent, affordable and permanent housing, and

18 WHEREAS, the Committee to End Homelessness in King County ("the
19 CEHKC"), a regional committee comprised of representatives of King County, the City
20 of Seattle and other county cities, foundations, the faith community, the business
21 community, nonprofit organizations and homeless individuals, has completed A Roof
22 Over Every Bed in King County: Our Community's Ten-Year Plan to End
23 Homelessness, a plan that seeks to end homelessness by working together to improve the
24 use of existing housing and service resources, as well as generating necessary additional
25 resources, and

26 WHEREAS, the Washington State Legislature called for the creation of ten-year
27 plans to end homelessness in communities across the state through passage of Chapter
28 484, Laws of Washington 2005 (Engrossed Second Substitute House Bill 2163), known
29 as the Homeless Housing and Assistance Act, as passed in April 2005, and

30 WHEREAS, Chapter 484, Laws of Washington 2005, creates a new funding
31 source available to eligible Washington cities and counties that is expected to generate
32 approximately three million dollars per year for the region for homeless prevention and
33 supportive services and the creation of affordable housing, and

34 WHEREAS, on September 1, 2005, the metropolitan King County council
35 unanimously approved Ordinance 15284 adopting the ten-year plan to end homelessness
36 in King County as submitted by the CEHKC and designating the CEHKC as the local
37 homeless and housing task force pursuant to RCW 43.185C.010(9) and 43.185C.050
38 (Sections 3(9) and 8, Chapter 484, Laws of Washington 2005), and

39 WHEREAS, the CEHKC was charged with recommending policies, priorities and
40 procedures for the allocation of new revenues available pursuant to Chapter 484, Laws of
41 Washington 2005, and

42 WHEREAS, the CEHKC conducted an extensive community process involving
43 local leaders from throughout King County representing business, faith, housing
44 development, service providers, planners, advocates, consumers and other interested
45 partners, from which it developed a set of recommended priorities and procedures for
46 awarding moneys collected as a result of Chapter 484, Laws of Washington 2005, during
47 2005 to 2006, and

48 WHEREAS, these recommended priorities and procedures for awarding the
49 moneys collected during 2005 to 2006 were formally adopted by the governing board of
50 the CEHKC on January 25, 2006;

51 NOW, THEREFORE, BE IT MOVED by the Council of King County:

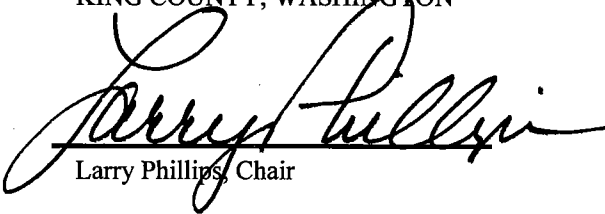
52 The metropolitan King County council approves the policies, priorities and
53 procedures for allocating and awarding funds available to King County pursuant to RCW
54 43.185C.010(9) and 43.185C.050, authorizes the Committee to End Homelessness in
55 King County to proceed with the implementation of those policies, priorities and
56 procedures and requests the executive to submit a report to the council by April 2, 2007,
57 from the Committee to End Homelessness in King County on the results of the first two
58 funding rounds completed using those policies, priorities and procedures and on proposed
59 changes in priorities and procedures for subsequent funding rounds based on experience
60 with the initial rounds and progress in achieving the goals of the Ten Year Plan. Twelve
61 copies of the report shall be filed with the clerk of the council, for distribution to all

62 councilmembers and the lead staff of the law, justice and human services committee, or
63 its successor.
64

Motion 12279 was introduced on 4/17/2006 and passed as amended by the Metropolitan King County Council on 5/1/2006, by the following vote:

Yes: 8 - Mr. Phillips, Ms. Lambert, Mr. Dunn, Mr. Ferguson, Mr. Gossett,
Ms. Hague, Ms. Patterson and Mr. Constantine
No: 0
Excused: 1 - Mr. von Reichbauer

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Larry Phillips, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments

A. Response to King County Ordinance 2005-03171.1- Recommendations for Revenues Collected Under Chapter 484, Laws of Washington 2005, B. Priorities and Procedures for Award of 2163 Monies Collected During 2005-2006, C. HB 2163 Implementation Supplement Priorities and Procedures for 2006-2007 Funding Cycles, D. HB 2163 Project Concept Template (and Section 8 Vouchers RFP)



Response to King County Ordinance 2005–03171.1: Recommendations for Revenues Collected Under Chapter 484, Laws of Washington 2005

Introduction

On September 1, 2005, the Metropolitan King County Council unanimously passed Ordinance 2005-0371.1,

AN ORDINANCE adopting a ten-year plan to end homelessness in King County, designating the Committee to End Homelessness as the local homeless and housing task force pursuant to state law and the body to coordinate and oversee implementation of the ten-year plan, accepting an initial county action plan in support of the ten-year plan and committing county health, human services and law and justice programs to work with each other and the Committee to End Homelessness in King County to achieve the ten-year plan goals.

The ordinance designated the Committee to End Homelessness in King County (CEHKC) as the local homeless housing task force pursuant to Sections 3 (9) and 8 of Chapter 484, Laws of Washington 2005, and charged it with:

- Recommending policies, priorities and procedures for the allocation of new revenues available pursuant to Chapter 484, Laws of Washington 2005, and appropriated and contracted by the county.
- Recommending realignment of existing resources, development of new resources and changes in policies and regulations necessary to achieve the goals of the Ten-Year Plan.
- Developing and overseeing action planning, evaluation and progress report processes.

In passing this ordinance, the King County Council requested that the CEHKC, in conjunction with the King County Department of Community and Human Services (DCHS), submit a report to the Council by December 31, 2005, describing:

1. Policies, priorities and procedures for allocating funds available under Chapter 484, Laws of Washington 2005, (also know as Engrossed Second Substitute House Bill 2163 or HB 2163), the Homeless Housing and Assistance Act.
2. Action planning and evaluation processes that will be used by the CEHKC.
3. Content and schedule for an annual progress report to the community and the member organizations represented on the CEHKC and to the state, based on review of key

performance measures and pursuant to the requirements of Chapter 484, Laws of Washington 2005.

As required, the CEHKC submitted a report to the Metropolitan King County Council on December 19, 2005. The report responded in full to items 2 and 3, but due to the already-established meeting schedule of the Governing Board of the CEHKC and the time necessary to prepare the priorities and procedures for allocating revenues under the Homeless Housing Assistance Act could not be formally approved by the Council's December deadline. Consequently, the report submitted on December 19, 2005, described the then-existing draft processes.

At its January 25, 2006, quarterly meeting, the Governing Board of the CEHKC formally approved priorities and procedures for awarding HB 2163 monies and these approved priorities and procedures will guide the decision-making and allocation processes for these funds. This report describes the action planning and procedures undertaken by the CEHKC to develop these priorities and procedures.

Background on Chapter 484, Laws of Washington 2005 (HB 2163)

Chapter 484, Laws of Washington 2005, the Homeless Housing and Assistance Act (HB 2163) became effective on August 1, 2005. It creates both a statewide and a regional fund source for homeless prevention and supportive services as well as creation of housing through a \$10 per document real estate recording fee. Monies will be used to implement the Ten-Year Plan to End Homelessness as developed by the CEHKC. The legislation contains language regarding certain dispersals of these funds:

- 2 percent is retained by the county auditor for administrative costs
- 60 percent of remaining funds is remitted to the appropriate county agency to implement the goals of HB 2163 (6 percent of these funds is retained by the county for administrative purposes). The total amount generated under this provision for use specifically in King County- is expected to be approximately \$3 million per year.
- 40 percent of remaining funds is remitted to the state for use by the Department of Community, Trade and Economic Development (CTED). CTED will, in turn, keep 12.5 percent for administration and remit the balance to local governments through a competitive process.

CEHKC Recommended Priorities and Procedures for Awarding HB 2163 Monies

The Metropolitan King County Council designated CEHKC as the entity charged with developing priorities and procedures for awarding HB 2163 monies. CEHKC carried out an extensive process involving its Governing Board and Interagency Council (IAC), as well as the IAC's Resource Development and Alignment Committee and its population committees. The end result was adoption of the Priorities and Procedures for Award of HB 2163 Monies (attached).

The process originated with the CEHKC Governing Board, which is the primary oversight body within the CEHKC governance structure. The Governing Board is made up of more than 20 influential community leaders and provides high-level oversight to the CEHKC. It helps sustain the vision and leadership of the plan, and guide planning, coordinate current funding, and work to create additional resources. Members include the King County Executive and a county council member; elected officials from the cities of Seattle, Bellevue, Enumclaw, and Duvall; CEO's of major philanthropies (Gates Foundation, United Way) and local businesses (Microsoft, Nordstrom, Weyerhaeuser, Car Toys); directors of major systems (Harborview, King County Sheriff, labor); leaders of large faith institutions and congregations (Seattle University, St Mark's Episcopal Cathedral); and others.

The Governing Board discussed broad priorities for funds collected under HB 2163 at its October 26, 2005, meeting and agreed that the following four priorities should serve as the foundation for funding decisions:

- Use funds in ways that promote real system change and new ways of doing business
- Use funds in ways that help leverage additional funds/coordinate funding streams
- Use funds for projects that help demonstrate some early gains
- Use funds to close the door on homelessness and prevent people from becoming homeless.

The Governing Board charged the IAC and its Resource Committee with developing more detailed recommendations on the actual use of the funds, using these four priorities as the foundation.

The Interagency Council is the oversight body of the CEHKC that works to sponsor changes to current programs and systems; coordinate data collection, analysis and reporting; recommend policy direction to the Governing Board; and create ways to better serve people experiencing homelessness. Members of the IAC are typically directors of large organizations and systems that are critical to ending homelessness, and include the director of King County DCHS; human service directors and city managers for the cities of Seattle, Bellevue, Kent and Kirkland; the directors of county corrections and public health; faith leaders; housing developers; service providers; and other community leaders. These agencies and institutions are vital to creating changes in current programs and moving local institutions forward in support of the ten-year plan. The IAC worked closely with its committees to develop more detailed recommendations and priorities for use of HB 2163 funds, as well as a methodology for releasing the funds through a Request for Proposal/ Request for Qualifications process (RFP/RFQ.)

Members of the Resource Committee include city and county planners from King County and the cities of Seattle, Kirkland, Bellevue, Shoreline, Redmond, Kirkland, Kent, Federal Way, and other entities who have extensive contracting and RFP/RFQ experience. Other active members include local housing authorities, housing developers and directors of housing and service providers. In late January 2006, the group completed their recommendations for priorities and procedures for HB 2163 funds and also developed an implementation protocol (attached) for a first round RFP/RFQ. These priorities and procedures were forwarded to the IAC, which

reviewed and slightly modified before forwarding to the Governing Board for final review and approval.

The CEHKC Governing Board approved the priorities and procedures at its January 25, 2006, meeting. The following is a summary of the critical points:

- Funding will be released through a competitive procurement process.
- The funding process will seek to coordinate as many other funding sources as possible in this single process, including the award of 200 Section 8 housing vouchers newly dedicated by the Seattle and King County housing authorities to the efforts of CEHKC.
- The process will be managed by King County DCHS, with input from other funders whose efforts are coordinated through CEHKC. The IAC Resource Committee and population committees will provide input, subject to conflict of interest restrictions as may exist under applicable procurement regulations.
- The funding process will seek applications that are responsive to project concepts developed by the population committees of the CEHKC (see HB 2163 Project Concept Template attachment). Under the policies and procedures adopted by the Governing Board, the three population committees (Single Adult, Families, Youth) will develop project concepts for best possible uses of the funds. These project concept ideas will be forwarded to the Resource Committee, and will be used to inform the RFP/RFQ that will be developed and released in late spring of 2006. Members of the population committees include planners from nearly every jurisdiction in King County, agency directors from across the county, service providers, and consumers.
- Project Concepts will identify system elements that need to be created or linked to further the goals of the Ten-Year Plan. The Project Concepts will be submitted to the Governing Board for review and approval at its April 26, 2006, meeting. The timeline contemplates a spring RFP/RFQ and an early fall award.
- Project concepts and responsive proposals must align with the goals of the Ten-Year Plan and the Governing Board's recommended priorities for use of HB 2163. Project Concepts must substantially and demonstrably advance the overall goal of ending homelessness in King County and address basic issues such as system integration and housing and services coordination.
- Except in exceptional circumstances, project concepts should promote new endeavors, not seek funding to replace existing funding sources. A "new endeavor" can include improvements to services and to how those services are delivered; e.g., supplying a "missing link." A portion of HB 2163 monies may also be used for "non-project" initiatives that substantially advance the goals of the Ten-Year Plan; e.g., expanding the One Night Count of unsheltered homeless persons, participation of homeless and formerly homeless persons in the work of the CEHKC, etc.
- There will be a strong effort to ensure that the projects selected serve different population groups and geographic areas. If such a balance of projects is not available in the first round

of funding, some portion of first-year funding may be set aside to fund a second round to be released in the summer/fall of 2006.

- The spring round of HB 2163 awards will be limited to funds collected from August 2005 through July 2006, and awards will be to those projects that will come on line within the next eight to twelve months.
- A second round of HB 2163 awards will be conducted in the fall of 2006 for monies collected during the second year of funding.

Timeline and Next Steps

The following applies to the spring 2006 funding round:

- During February and March, population committees will present preliminary project concepts to the Resource Committee. Project concepts also may be developed and submitted to the Resource Committee through other avenues; i.e., by local jails and healthcare institutions. The Resource Committee will review any submitted project concepts for consistency with the Governing Board goals and the Ten-Year Plan and will provide comments and suggestions as appropriate.
- Local funders (including the county, housing authorities, and the City of Seattle) will work to develop a coordinated RFP/RFQ based on the project concepts. To the maximum extent possible, there will be a “single application/single report” process for as many funding sources as practical.
- The project concepts will be presented first to the IAC and then to the Governing Board at their April meetings. If project concepts have been developed sufficiently in advance of those meetings to allow development of the RFP/RFQ, the RFP/RFQ will also be presented for approval.
- In addition to the Project Concepts, the Resources Committee will recommend to the IAC (or the IAC may independently adopt) proposed non-project funding elements, such as technical assistance for expansion of the One Night Count of unsheltered homeless, funding for support of the Consumer Advisory Council, participation of homeless and formerly homeless persons in the work on the CEHKC committees or the like.
- The RFP/RFQ will be issued shortly after the Governing Board April meeting. The precise timing of issuance of the RFP/RFQ will be set to maximize coordination with other funding streams to the extent practical. The RFP/RFQ process will be structured to promote projects that meet all of the goals, including cooperation among funders, as to meet the various system coordination and “path creation” goals.
- The Resource Committee has recommended that responses be reviewed by a group, to the extent consistent with conflict of interest rules, that is representative of diverse points of view, recognizing that this may be difficult given conflict of interest rules and the need to have impartial evaluators rather than advocates. A recommended composition of the evaluator group will be developed by the funders whose monies will be allocated, and

forwarded to the Resource Committee, the IAC, and the Governing Board for review and comment.

- Awards will be made based on the degree to which the responses meet the required criteria. The award process will be designed to promote service to all populations and geographic diversity. If either the project concepts submitted or responses received to the first round do not adequately meet those goals, the second round (scheduled for fall 2006) will be structured to promote, on an ongoing basis, the required diversity. The process must recognize that any recommendations must ultimately be approved by the relevant contracting authorities (King County, housing authorities, etc.), and that the process must meet the funding requirements of those entities.

The recommended priorities, policies and procedures for managing and allocating revenues collected under Chapter 484, Laws of Washington 2005 (HB 2163), represent an historic effort among a vast network of community members, including leaders in local government, business, faith, providers and consumers themselves, to work collaboratively and come to consensus on our first steps towards ending homelessness. The availability of these funds, and the backing of the King County Council, will ensure our collective progress and successful implementation of the Ten-Year Plan to End Homelessness.

Attachments:

- Response to King County Ordinance 2005-03171.1 Update on the Ten-Year Plan to End Homelessness in King County—as submitted to King County Council December 19, 2005
- Priorities and Procedures for Award of HB 2163 Monies Collected During 2005-2006—as adopted by the CEHKC Governing Board January 25, 2006
- HB 2163 Implementation Supplement—as developed by King County Department of Community and Human Services January 25, 2006
- HB 2163 Project Concept Template—as developed by the Committee to End Homelessness Resource Development Committee January 25, 2006



PRIORITIES AND PROCEDURES FOR AWARD OF 2163 MONIES COLLECTED DURING 2005-2006

The following is intended to set forth the priorities and procedures for award of 2163 monies collected by King County during the first year of collections (August 2005 through July 2006). Definitions used in this document are found at the end of the document.

Summary:

The 2163 monies will be awarded through an RFQ process. The RFQ process will be coordinated with the process established by the Seattle and King County Housing Authorities for award of Section 8 vouchers in support of the work of the Committee to End Homelessness. The Resource Committee will also seek to coordinate award of County-based 2163 monies with State-based 2163 monies and monies collected through the Veterans and Human Services Levy (which coordination may be more extensive for monies distributed after the first round) as well as with other available funds.

There will be multiple projects funded through the 2163 monies. Priority for funding will go to Project Concepts (as defined) that substantially advance (a) the Governing Board Priorities and (b) the Goals of the Ten Year Plan, as confirmed through review by the Resources Committee, the IAC and the Governing Board. It is understood that Project Concepts may not fully meet every Priority or Goal, but the criteria shall be whether they substantially advance those Priorities and Goals as a whole. The Governing Board Priorities and the Goals of the Ten Year Plan are set forth at the end of this document. An overriding goal of the Ten Year Plan, however, is to create an integrated system in which the various funded projects create coherent and effective paths to move people from homelessness to permanent housing (recognizing that prevention is a somewhat separate issue). Seattle/King County has been found to have many worthwhile projects, but to be lacking in fully defined paths out of homelessness. Accordingly, projects seeking 2163 money will need to show how they fit in creating that coherent and effective path.

In addition to the above requirements, the process will seek to ensure that each population group is benefited by a reasonable allocation of projects and that there is geographic diversity of programs. The Resource Committee will consult with the population committees during preparation of the RFQ to determine how best to coordinate award of 2163 monies and Section 8 vouchers with the timing of the work of the population committees (e.g. if a population committee is working on a project that would benefit from reservation of resources to a later award, that need will be taken into account in funding coordination).

It is expected that first year 2163 awards will include multi-year commitments, which should not exceed five years except in exceptional circumstances. Although the initial 2163 awards are time limited, the intent of the CEHKC is to fund projects that will continue as ongoing projects beyond the initial funding cycle, and CEHKC will work to identify additional funding that will support such projects.

Except in exceptional circumstances, 2163 monies should be used for new endeavors, not to replace existing funding sources, so as to provide clear evidence of the progress that CEH can make if provided with additional funding. New endeavors, however, may include programs that "bridge the gap" between existing programs or that add essential and missing components to existing programs. For example, if there is supportive housing for the first year for someone exiting the mental health system, and supportive housing under a different program for someone dealing with mental illness who is able to live substantially independently, but no program that would meet the need for a second or third year of support before independence is possible, a "bridging the gap" initiative could be quite effective in increasing the success rate of the existing programs and would further the goal of creating a coherent and effective path. Priority in the first round of funding will be given to projects that can be brought on line quickly.

Specific Timelines and Actions:

The process contemplates that the first year of 2163 collections will be awarded through an RFQ/RFP that will be approved by the Governing Board at its April 25 meeting. That first round of funding will not commit more than the first 12 months of collections. If the initial responses do not create an appropriate balance of populations served and geographic diversity, then there may either be monies reserved out of the initial awards for a second round to be conducted after the July 26 Governing Board meeting, or a preference given in second year funding so as to create the necessary balance. In all events, the process will be designed so that there is continuing adjustment (including if necessary recruitment of applicants) so as to create an appropriate population and geographic balance.

The process is geared to the Governing Board quarterly meetings. Recognizing that interim decisions may be necessary to coordinate, for example, with other funding cycles, the Governing Board will be asked to grant the IAC authority to make such interim decisions.

The following applies to the April 25 funding round:

1. The Resource Committee will schedule its Project Concept Review meetings two weeks before the IAC meetings. The Population Committees will be encouraged to present preliminary Project Concepts at the Resource Committee's mid-February meeting, recognizing that several population committees will require until March to complete this process. The Population Committees will be encouraged to provide multiple Project Concepts, recognizing that it is likely that not all Project Concept will attract successful responses (i.e. there may be nine Project Concepts and only six successful responses to the RFQ).
2. At the mid-February meeting, the Resource Committee will review any submitted Project Concepts for consistency with the Governing Board Goals and Ten Year Plan and will provide comments and suggestions as appropriate. To the extent that population committees are unable to develop Project Concepts for the mid-February meeting, the timeline may need to be altered to allow the Resource Committee to add Project Concepts developed prior to the Resource Committee March meeting. In addition to the Project Concepts being developed by the Population Committees, Project Concepts may be developed through other efforts of CEH, such as development of institution-specific discharge planning programs. It is recommended that such Project Concepts be submitted to the Population Committee most closely concerned with the particular population for review and submission to the Resource Committee, but they may also be submitted directly to the Resource Committee.
3. A coordinated staffing of funders (including the County and the housing authorities with assistance from the City of Seattle) will work to develop the actual RFQ based on the Project Concepts. To the maximum extent possible, there will be a "single application/single report" process for as many funding sources as practical.
4. The Resource Committee and Population Committees will be encouraged to use the Project Concept development to provide input relevant to drafting of the actual RFQ, subject, however, to such conflict of interest restrictions as may exist under applicable procurement regulations.
5. The Project Concepts will be presented to the IAC at its April meeting for review, and to the Governing Board at its April 25 meeting. If Project Concepts have been developed sufficiently in advance of those meetings to allow development of the RFQ, then the RFQ will be presented for approval.
6. In addition to the Project Concepts, the Resources Committee will recommend to the IAC (or the IAC may independently adopt) proposed non-project funding elements such as technical assistance for expansion of the One Night Count of unsheltered homeless and funding for support of the Consumer Advisory Council and participation of homeless and formerly homeless persons in the work on the CEHKC committees.
7. The RFQ will issue after the Governing Board April meeting. The precise timing of issuance of the RFQ will be set in such a way as to maximize to the extent practical coordination with other funding streams

such as the Veterans and Human Services Levy funds (recognizing that the 2163 funds are intended to be awarded by late summer or early fall). The RFQ process will be structured so as to promote projects that meet all of the goals, including cooperation among funders so as to meet the various system coordination and "path creation" goals.

8. The Resource Committee recommends that responses will be reviewed by a group that is, to the extent consistent with conflict of interest rules, representative of diverse points of view, recognizing that this may be difficult given conflict of interest rules and the need to have impartial evaluators rather than advocates. A recommended composition of the evaluator group will be developed by the funders whose monies will be allocated, and forwarded to the Resource Committee, the IAC and Governing Board for review and comment.
9. Awards will be made based on the degree to which the responses meet the required criteria. The award process will include a process designed to promote service to all populations and geographic diversity. If either the Project Concepts submitted or responses received to the first round do not adequately meet those goals, then the second round will be structured so as to promote, on an ongoing, rolling basis, the required diversity. The process must recognize that any recommendations must be ultimately approved by the relevant contracting authority (King County; housing authorities), and that the process must meet the funding requirements of those entities.

DEFINED TERMS

Goals of the Ten Year Plan

- a. Implement Prevention Strategies.
- b. Create a clear and coherent path for moving people from homelessness into permanent housing.
- c. Integrate housing and services on both a funding and an operational level.
- d. Move people rapidly into permanent housing with integrated services as appropriate. Strive to simplify access to both housing and services.
- e. Address the disproportionality of people of color in the homeless system.
- f. Identify quantifiable goals, and include or identify the tracking/reporting systems that will be used to accurately measure success.
- g. Seek and use the advice of the homeless and formerly homeless in designing new projects.

Note: These are the Goals as initially defined, they will be reviewed during the first quarter of 2006 and modifications may be suggested to the IAC and Governing Board for adoption in conjunction with approval of the RFP/RFQ.

Governing Board Priorities –

1. Changing the method of funding to braided (coordinated) funds with simplified and coordinated applications and reporting.
2. Changing the nature of product delivery to combined housing/services with coordinated control.
3. Rationalizing system elements such as case managers to avoid duplication and create efficiencies.
4. Providing a product not previously available.
5. Quick wins not only in creating housing, but in creating the coherent and coordinated system that the Ten Year Plan seeks to achieve.
6. Including Prevention in the overall program mix.

Project Concepts – In the first round of funding, a "Project Concept" means the general outline of a project serving homeless persons (or designed to prevent persons from becoming homeless) setting forth the desired results of the project. For example, "Project serving alcohol dependant adults with particular focus on being accessible to Native American populations with a work training component and an identified path, either directly or by referral, to affordable housing commensurate with post-placement income level". The primary Project Concepts will be developed by the Population Committees, but they may also be developed through other efforts of the CEH, in which case they should generally be submitted to the Population Committee most closely concerned with the particular population but may also be submitted directly to the Resource Committee.

Population Committees – The Single Adults, Families and Youth and Young Adult committees of the Committee to End Homelessness.



HB 2163 IMPLEMENTATION SUPPLEMENT

Priorities and Procedures For 2006-2007 Funding Cycles

January 19, 2006

I. Specific Funding Strategies for 2006-7 Allocations

Spring 2006 Funding Cycle: Subject to Governing Board approval at its April meeting, a Request for Proposals (or Qualifications if appropriate; hereinafter, RFP) will be issued for 2163 collections from August 2005 through July 2006 (e.g., 12 months of collections) and for the Section 8 vouchers made available by SHA and KCHA. Except for exceptional circumstances as may be determined by the Interagency Council (IAC) in its funding awards, the first cycle of funding will be targeted to:

- Supportive services, housing placement and other assistance (including rent buy-downs/operating support from the Section 8 vouchers and/or the 2163 funds) that will enable homeless people to make use of existing housing units not currently affordable or accessible to them.
- Proposals that can be placed in service promptly. The intent is to have projects, programs or housing that will be in operation within calendar 2006. Multi-year funding commitments (up to 5 years) will be considered; these commitments will be made from the first-year collections and will not commit future years' revenue.
- Supportive service proposals that will enable housing and/or service providers to place homeless households into those units that have received CTED's state 2060 rent buydown funds, and to make the necessary supportive services available to the households in those units, provided that the population and service model is consistent with the priorities identified by the appropriate CEH population committee.
- New endeavors or significant project expansions, not replacement of existing funding.
- Proposals must assist homeless people with housing, or prevent homelessness.
- The CEH family, youth and single adult committees will recommend guidance to be incorporated in the RFP and used in the proposal rating process to encourage proposals that serve critical unmet needs for these respective populations. These committees will also be asked to identify desired system improvements that would address the fragmentation of assistance that now exists for people who are homeless or at-risk of homelessness and are trying to secure housing and services.
- The IAC may designate an appropriately limited portion of the 2163 funds for technical assistance for expansion of the One Night Count of unsheltered homeless and funding for support of the Consumer Advisory Council and participation of homeless and formerly homeless persons in the work on the CEHKC committees.

2006 Fall Funding Cycle: Subject to Governing Board approval at its September meeting, a Request for Proposals (or Qualifications if appropriate) will be issued for anticipated 2163 collections for the subsequent period. This fall funding cycle will be on a similar timeline with Seattle, County, ARCH and other suburban city housing capital allocations, and it is also likely that there will be an opportunity to coordinate the allocations with the new Veterans and Human Services levy funds. In addition to the targeting identified for the Spring RFP, this RFP would place emphasis on funding for new supportive housing to be developed, so this allocation would not be limited to projects that would be in operation within the calendar year. Again, multi-year commitments (up to 5 years) of operating and/or service dollars will be considered; these commitments will be made from the current year collections and will not commit future years' revenue. In addition, if the Spring Funding Cycle does not achieve reasonable geographic and population diversity, the IAC may target specific populations and/or sub-regions to achieve reasonably equitable fund distribution over time.

2007 and Beyond: Only one RFP per year is envisioned in future years, to keep administrative demands down.

II. Procedures

Joint Allocation Process: The 2163 monies will be awarded through an RFP. The objective will be to devise an RFP and process that will satisfy county procurement requirements as well as regulations governing Seattle and King County Housing Authorities for award of Section 8 vouchers so that these resources can be allocated in a coordinated manner. Other funders with resources benefiting homeless will be invited to coordinate with or join this CEH allocation process.

RFP Development: In January and February, the CEH family, youth and single adult committees will develop specific program or need priorities for their population, as well as highlighting desired system improvements, focusing on programs, projects or services that would enable homeless people to secure existing housing, or to enable people at-risk of homelessness to secure or maintain housing. During late February and March, these population committees, the CEH Resource Committee and the IAC will interact and review a draft RFP prepared by public funder staff to assure that it incorporates the input of CEH Committees. The IAC and the Governing Board will review and approve the priorities in the final RFP and authorize its release following the Governing Board's April 25 meeting.

Review and Approval: King County Department of Community and Human Services (DCHS) staff will serve as lead staff, conducting a 2-step process. First, projects must undergo a technical review, not only for financial feasibility but also because awards must meet legal and regulatory threshold requirements. The county will conduct this technical review, involving other public funders and the housing authorities as appropriate.

Second, KC staff will convene one or more panels to review and evaluate the proposals. As noted in the IAC-adopted policies and procedures for 2163, "...the responses will be reviewed by a group that is to the extent consistent with conflict of interest rules, representative of diverse points of view, recognizing that this may be difficult given conflict of interest rules and the need to have impartial evaluators rather than advocates. A recommended composition of the evaluator group will be developed by the funders whose monies will be allocated, and forwarded to the Resource committee, the IAC, and the Governing Board for review and comment." The proposal review panel(s) will receive copies of the technical reviews along with the proposals, will evaluate the proposals, and will make recommendations.

Finally, as noted in the IAC-adopted 2163 policies and procedures, "the process must recognize that any recommendations must be ultimately approved by the relevant contracting authority (King County; housing authorities), and that the process must meet the funding requirements of those entities."

Multi-year funding commitments: The multi-year commitments could produce a "bow wave" of renewal requests starting after year five. While no commitment will be made for renewal or extension of funds beyond five years, recipients may apply in subsequent years for additional funds. It will be important for projects to document successful outcomes. It is the role of the resource committee, as well as the IAC and Governing Board, to continue to work to develop other resources and/or realign existing resources to bring additional resources to the table, and this task will be easier if successful outcomes are demonstrated.

Contracting, Monitoring, Evaluating: Contracts and disbursements of 2163 funds will be administered by King County DCHS. Section 8 vouchers will be contracted by the King County Housing Authority and Seattle Housing Authority for their respective jurisdictions. To the extent possible, the 2163 reporting will be coordinated with reporting for other public funding requirements, to try to achieve a goal of a single report form for multiple fund sources. KC staff will coordinate the reporting and monitoring of projects, and will report back to the appropriate CEH committees on the various projects' performance and outcomes.



HB 2163 Project Concept Template (and Section 8 Vouchers RFP)

January 25, 2006

The population committees will identify 2006 priorities for allocation of the 2163/Section 8 resources by using the Project Concept template. The purpose for the template is to identify particular needs, gaps in service or highly desirable program delivery models by specific population (youth, families or single adults) so that the RFP can communicate these to prospective applicants for the funds. The priorities for funding will be shaped by the committees' concepts and will be published in an RFP in spring 2006.

Complete a separate template for each Project Concept / Funding Priority.

1. Describe your project concept in a paragraph including population to be served and desired outcomes or objectives:
2. Will your project concept serve a specific special need or targeted group within the population to be served? If yes, describe below: (Examples might include single adult chronic public inebriates, women coming out of prison to be reunited with their children, youth graduating out of foster care, etc.)
3. Is your project concept intended for a specific geographic location? If yes, what is the location?
4. What are the housing and (as appropriate) services your project is intended to provide? (Some examples case management, short term rental assistance, cash assistance, health services, etc)
5. How would your project concept improve the functioning of the system designed to prevent homelessness or move people from homelessness to housing (Some examples are providing a "missing link in the path out of homelessness", creating linkages between housing and services that did not previously exist, "braiding" funding sources so as to simplify applications and reporting requirements, serving a population or need that is currently not served).]
6. Are there fund sources in addition to 2163/Section 8 that you suggest a provider responding to the RFP should consider in formulating its response?
7. The responses will all be judged on their overall responsiveness to the Goals of the Ten Year Plan and the Governing Board Goals. Nevertheless, population committees should identify particular characteristics and/or outcomes that this project is particularly designed to achieve. Examples might include:
 - Project is focused on creating system changes that will result in rapid access to services and supportive housing;
 - Project is focused on creating desired partnerships;
 - Project is focused on addressing disproportionality to a greater extent than other projects;
 - Project is intended to create maximum leveraging of funding;
 - Project has specific reasons for defining how the target population will be identified and have access to the project;
 - Project is focused on improving coordination of the array of resources needed to serve the targeted population.