

**Letter of Interest**

**Funding for Family Shelter**

**Release Date: Friday, January 18, 2019**

**Due Date: Friday, January 25, 2019, 4 pm**

Community Services Division

Federal Way City Hall

33325 8th Avenue S

Federal Way, WA 98003

Staff contacts:

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Sarah Bridgeford, CDBG/Human Services Coordinator, 253-835-2651, [sarah.bridgeford@cityoffederalway.com](mailto:sarah.bridgeford@cityoffederalway.com)

1. **Introduction**

The City of Federal Way is issuing this Letter of Interest (LOI) in response to the Washington Legislature allocation of $100,000 in funding to provide shelter for homeless families in Federal Way. Funding may be used for two purposes:

* Providing immediate shelter options for Federal Way families via hotel/motel stays with services; or
* Establishing shelter for families in Federal Way.

It is the City’s intent that $60,000 is allocated for hotel/motel stays with services and $40,000 is allocated for establishing family shelter. In addition to funding the hotel/motel stays, services may include staffing and flexible funding of up to $1,500 per family to remove barriers to housing. Please read the Consolidated Homeless Grant (CHG) guidelines for details. Funds for establishing shelter may be used for pre-development costs for acquisition and/or property improvement projects and may include (but are not limited to) costs such as appraisals, surveys, applications/permit fees, and consultants.

It is anticipated that funding awards will be made no later than Tuesday, March 5, 2019. Final invoices, reports, and financial backup must be received by the City of Federal Way no later than Friday, June 14, 2019.

Agencies eligible to apply are:

* Agencies that are either:
  + A qualifying nonprofit organization that currently qualifies as tax-exempt under section 501(c)(3) of the Internal Revenue Code or be fiscally sponsored by another tax-exempt organization or be a public agency; or
  + A public organization.
* Agencies that have the expertise. Expertise includes being able to demonstrate:
  + An understanding of homelessness and specifically homelessness in Federal Way,
  + A track record of success in serving persons experiencing homelessness; and
  + Demonstrated success in implementing the proposed project (i.e. delivering hotel/motel stays with services or implementing a development project such as acquisition or property improvement).

1. **Timeline**

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| Friday, January 18, 2019 | Letter of Interest (LOI) released |
| Wednesday, January 23, 2019 | Final day for LOI related questions |
| Friday, January 25, 2019 | LOI due no later than 4:00 p.m. |
| Monday, January 28, 2019 | Request for proposal (RFP) and applications provided to agencies that submitted LOIs |
| Wednesday, February 13, 2019 | Applications due no later than 4:00 p.m. |
| Monday, February 25, 2019 | Human Services Commission will make recommendations |
| Tuesday, March 5, 2019 | City Council will consider recommendations and take action |

Questions should be submitted via email; agencies will receive a response via email. The final day to ask questions related to the LOI is Wednesday, January 23, 2019 at 3:00 pm, in order to allow adequate time for all questions and answers to be posted online for review by all applicants. All questions should be submitted to Sarah Bridgeford at [sarah.bridgeford@cityoffederalway.com](mailto:sarah.bridgeford@cityoffederalway.com).

1. **Program Requirements**
2. Performance Commitments

The goal of the LOI investments is to provide and establish shelter for Federal Way families experiencing homelessness.

For direct services via hotel/motel stays, organizations will report on client outcomes. Services will include the provision of shelter via hotel/motel stays and resources to reduce barriers to housing. Specific numerical goals for performance will be proposed via the application and determined during contract negotiation.

For projects seeking to establish shelter via acquisition or improvement projects, goals for performance will be focused on achieving milestones of the proposed project. Performance will be proposed in the application and determined in contract negotiation.

1. Reporting Requirements

The agencies awarded funding will submit regular status reports and data demonstrating the effectiveness of services provided in achieving the programs’ milestones, performance goals, and objectives. All reports shall be submitted to the City by the appropriate deadlines, to be outlined in the contract. If reports are not received in a timely manner or not completed, invoices will be held for payment until all pending reports are received and approved. The final cutoff for all reports and supporting documentation is Friday, June 14, 2019 at 3:00 p.m.

1. Homeless Management Information System (HMIS) Participation

HMIS is a countywide data management tool to facilitate data collection on programs serving people experiencing homelessness. Participation in HMIS is required for all agencies providing hotel/motel stays and related services through this LOI.

1. Consolidated Homeless Grant (CHG) Guidelines

All agencies providing hotel/motel stays must comply with and follow the CHG guidelines. CHG guidelines may be found at <http://www.cityoffederalway.com/node/1674>.

1. **Contracting Requirements**

Any contract resulting from this LOI will be between the City of Federal Way and the applicant agency.

Agencies will be required to comply with the terms and conditions of the agreement. The City of Federal Way will attach Exhibits to all resulting contracts which will further specify program terms, rules, requirements, guidelines, and procedures. For projects providing hotel/motel stays, the CHG guidelines will be incorporated as an exhibit of the contract.

All subcontracts funded as a result of the contract with the City of Federal Way must include provisions outlined by the contract with the City and must be approved by the City.

Agencies awarded funding will be required to maintain books, records, documents, and other evidence directly related to the performance of the work. The City of Federal Way shall have access to such books, records, and documents for inspection, audit, and copying for a period of six years after completion of the work.

Agencies must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.

1. **Selection Process**

Agencies must demonstrate the capacity to meet all of the program requirements. All interested parties must submit an LOI followed by an application to be considered for funding. Proposals must meet minimum eligibility qualifications to be evaluated. An eligibility screening will verify that: 1) an agency is eligible to apply (currently qualifies as tax-exempt under section 501(c)(3) of the Internal Revenue Code, is fiscally sponsored by another tax-exempt organization, or is a public agency and has demonstrable expertise in the area); and 2) the proposal is complete (responds to all questions and includes all items on the checklist) and is submitted on time.

Each application will be evaluated and rated on whether the program demonstrates capacity to meet the requirements listed in the LOI and RFP. The Human Services Commission will forward its funding recommendations to the City Council. Notification of funding will be sent to the Executive Director of the applicant agency

1. **Submission Instructions and Deadline**
2. **Completed LOIs are due by 4:00 p.m. on Friday, January 25, 2019.**
3. Carefully review the instructions and LOI prior to proceeding. Contact Sarah Bridgeford at 253-835-2651 or [sarah.bridgeford@cityoffederalway.com](mailto:sarah.bridgeford@cityoffederalway.com) if you need assistance.
4. Incomplete or late LOIs will not be considered for funding. Application must be typed (not handwritten).
5. All LOIs must be received by the City of Federal Way Community Development Department by 4:00 p.m. on Friday, January 25, 2019. LOIs must be submitted via email to Sarah Bridgeford at [sarah.bridgeford@cityoffederalway.com](mailto:sarah.bridgeford@cityoffederalway.com) .
6. Do not edit the formatting of the LOI. Text boxes in this document are all of a uniform size; they will adjust to the amount of text you enter.
7. **Letter of Interest**

**Applicant Certification**

To the best of my knowledge and belief, the information contained in this letter of interest is true and correct.

The Applicant agrees that if the project is awarded funding, it will comply with all Federal, state, and local statutes, regulations, policies, and requirements applicable.

If other funds are supporting the project, sufficient funds are available from other sources to complete the project, as described, if funds are awarded to the Applicant.

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| Signature of Authorized Applicant Representative |  | Date |

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| Name and Title of Authorized Applicant Representative (Please Print or Type) |

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| --- | --- | --- | --- | --- | --- | --- |
| 1. Legal Name of Applicant: | | | |  | | |
| 1. Applicant Address: | | | |  | | |
|  | | | |  | | |
| 1. Applicant is: | | | | Private, Non-Profit Organization | | Public Agency |
|  | | | | Using a fiscal Sponsor | |  |
| 1. Name of Fiscal Sponsor (if applicable) | | | |  | | |
| 1. Date of Incorporation of Agency or Fiscal Sponsor | | | |  | | 1. UBI#: |
| 1. DUNS #: | | | |  | | 1. EIN: |
| 1. Type of Project: | | | | Hotel/Motel Vouchers with Services | | Acquisition or improvement projects |
| 1. Executive Director | |  | Name: | |  | |
|  | |  | E-Mail: | |  | |
|  | |  | Phone: | |  | |
| 1. Application Contact | |  | Name/Title: | |  | |
|  | |  | E-Mail: | |  | |
|  | |  | Phone: | |  | |
| 1. Financial Contact | |  | Name/Title: | |  | |
|  | |  | E-Mail: | |  | |
|  | |  | Phone: | |  | |
| 1. Project Manager | |  | Name/Title: | |  | |
|  | |  | E-Mail: | |  | |
|  | |  | Phone: | |  | |
| 1. Project Name: |  | | | | | |
| 1. Project Address: |  | | | | | |

1. Summarize your proposed project.

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1. Describe the experience your organization has in executing this type of project.

For hotel/motel voucher projects, include experience:

* Working with families experiencing homelessness. Please specify experience in Federal Way. Please include experience in moving families to safer, more stable settings such as shelter, permanent housing, or alternative solutions.;
* Administering hotel/motel stays for families experiencing homelessness;
* With hotels/motels in Federal Way (include existing relationships with and knowledge of);
* Working with homeless persons in reducing barriers to housing; and
* Implementing this type of project on time, within budget, and in compliance with funding requirements.

For acquisition/improvement projects to establish family shelter, include experience:

* Working with families experiencing homelessness. Please specify experience in Federal Way. Please include experience in moving families to safer, more stable settings such as shelter, permanent housing, or alternative solutions.;
* With acquisition and/or improvement projects for shelter or similar housing related services; and
* Experience implementing this type of project on time, within budget, and in compliance with funding requirements.

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1. Describe the agency’s capacity to implement the project within the given timeframe (all reports, invoices, and financial backup are required by June 14, 2019). Will you hire staff and/or consultants to help with this project? Explain the reasoning for hiring staff and/or consultants.

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1. Summarize your proposed project budget (please note, a complete line item budget will be completed in the application. An explanation and justification of the included line item budget will be required). Include in the summary what costs you anticipate the funding covering.

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1. **For projects offering hotel/motel stays with services only:** What is your agency’s experience in the Homeless Management Information System (HMIS)? Are you active in HMIS? If your agency is active in HMIS, do you have staff capacity for adding this project and entering and maintaining data in the system as required? If your agency is not currently using HMIS, please explain your capacity to do so including what data systems you currently use and are familiar with.

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