



**City of Federal Way  
Notice of Funds Available  
Funding for Family Shelter**

The City of Federal Way is seeking Letters of Interest (LOIs) from non-profit and public agencies for projects that benefit Federal Way families with children that are experiencing homelessness. The Washington State Legislature provided \$100,000 to the City of Federal Way for emergency shelter for families with children. The funding will be available from early March 2019 through early June 2019. The funding will be made available to proposed projects either:

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

**What types of costs are eligible?** Examples of eligible costs include:

- Providing immediate shelter options:
  - Hotel/motel stays;
  - Direct financial assistance to remove barriers to housing such as move-in costs; and/or
  - Staffing to deliver the services.
- Establishing shelter options:
  - Pre-development costs for acquisition and/or property improvement projects (e.g. appraisals, inspections, consultants, legal costs, permit fees).

**Who can apply?** The City invites Letters of Interest from organizations that meet the following criteria:

- Organizations 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.
- Has 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).

**What is the process and timeline?**

**Friday, January 18, 2019:** The Letter of Interest (LOI) guidelines and related information will be made available.

**Friday, January 25, 2019:** LOIs are due no later than 4 p.m.

**Monday, January 28, 2019:** Request for Proposal (RFP) and application provided to organizations that submitted LOIs. Staff may have additional conversations with organizations that submitted LOIs regarding eligibility and project feasibility in advance of application due date. Staff will be available for technical assistance during the application period.

**Wednesday, February 13, 2019:** Applications due no later than 4 p.m.

**Friday, February 15, 2019:** Staff review concludes; applications provided to Human Services Commission (HSC).

**Monday, February 25, 2019:** HSC discussion and recommendations.

**Tuesday, March 5, 2019:** City Council action.

**When and where will Letter of Interest (LOI) guidelines and related information be available?** LOI guidelines and related information will be available beginning Friday, January 18, 2019 at 9 a.m. on the City website at <http://www.cityoffederalway.com/node/1674>.

**What is the deadline to apply?** Letters of Interest (LOIs) will be due no later than 4:00 p.m. on Friday, January 25, 2019. **LOIs are required to be submitted in order for applicants to be invited to apply for the RFP.** The RFP applications will be due no later than 4:00 p.m. on Wednesday, February 13, 2019.

**Contact:** Contact Jeff Watson at (253) 835-2650 or [jeff.watson@cityoffederalway.com](mailto:jeff.watson@cityoffederalway.com) or Sarah Bridgeford at (253) 835-2651 or [sarah.bridgeford@cityoffederalway.com](mailto:sarah.bridgeford@cityoffederalway.com) for more information.

For TDD relay service, call 1-800-833-6388/TDD or 1-800-833-6384/voice. This notice is available in alternate formats for individuals with disabilities and will be translated upon request.