

Question and Answer

Outreach 2019 Request for Qualification

	Program Area	Question	Answer
1	Data and Reporting	What do you mean by households?	A household refers to an individual plus any of their dependents as entered into the Homeless Management Information System (HMIS). Frequently, a household consists of only one individual. Please refer to the HMIS Data Dictionary for further information.
2	Data and Reporting	What constitutes a 'referral to emergency shelter' for the purposes of this RFQ?	For this RFQ, a 'referral to emergency shelter' is defined as a referral to an emergency shelter that is recorded in HMIS.
3	Data and Reporting	Do the outcomes for this project include how many people are housed?	The current shelter/housing project outcome is 'referral to emergency shelter or an authorized encampment.' The Outreach Continuum is currently evaluating program outcomes for the future with a goal of being more closely tied to the Housing Continuum. If this funding is renewed in 2020, new outcomes may be added to ensure this funding is aligned with any new outcomes adopted by the full Outreach Continuum.
4	Data and Reporting	Would you count multiple attempts to refer the same household to shelter separately?	Agencies are expected to document at least one contact for each household entered into HMIS. Agencies can decide at what point in their engagement they want to count their contact/attempt.
5	Budget	We're being asked to submit a 12-month budget for these funds. Will the amount of funds be prorated in 2019, since the expected contract period is mid-April through December?	\$244,400 is available for April through December 2019, however agencies should still submit a 12-month budget. Contract monitors will work with grantees during the contracting process on budget considerations as needed.
6	Budget	Are these new funds or is this money being taken from the existing Outreach Continuum?	These are new funds allocated by City Council to support outreach in the First Hill, Capitol Hill, and Chinatown-International District neighborhoods.
7	Budget	Is there potential to rollover any unspent funds into 2020?	This Outreach funding is intended to address an immediate need for outreach services in the identified neighborhoods. Agencies should plan and make every effort to spend the entire funding amount by the end of 2019. In the event of any unspent funds, HSD staff must formally request that unspent funds be rolled over into the following year, but there is no guarantee. The City's Central Budget Office may approve or deny this request based on funding availability.

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8	Submission	What's the submittal process if you choose not to use the online application system?	Please see page 8 of the RFQ Guidelines and Application document for detailed information. The RFQ page has links to documents to download, complete, and submit.
9	Program Design	The three positions supported with this funding will each support a neighborhood Business Improvement Association. What are the Business Improvement Associations looking for in terms of support (help with training, participation on committees, etc.)?	Each Business Improvement Association is part of a unique neighborhood. It is essential that applicants respond to application questions and communicate how they will serve the neighborhoods, its homeless residents, and other neighbors.
10	Program Design	Is the City of Seattle going to help ensure the Business Improvement Associations have realistic expectations for the respective staff members?	HSD will establish and monitor reasonable activities and performance commitments via the contracting monitoring process.
11	Selection Process	Will the review panel include the Business Improvement Associations?	The rating committee will include City staff members and community members that collectively represent a mix of people to provide a thorough, thoughtful, objective, and balanced assessment of the applications. Committee members have knowledge of the service/program area and the focus population(s).
12	Program Design	This funding is to support First Hill, Capitol Hill, and the Chinatown-International District. Is the City going to provide specific guidance on the neighborhood boundaries for the purposes of this funding?	The neighborhood service area maps are available at the end of this Q&A document.
13	Program Design	Will the grantee(s) be expected to participate in encampment clean ups with the Navigation Team?	HSD is currently evaluating how the full Outreach Continuum interacts with the Navigation Team. It is expected the agency(ies) funded through this RFQ will be full, participating members of the Outreach Continuum.
14	Selection Process	Will the rating panel be asked to follow the criteria set forth in the Request for Qualification (RFQ)?	Applications will be scored based on the questions and rating criteria in the RFQ Guidelines and Application document starting on page 10.
15	Program Design	Will the City of Seattle publish information on the Business Improvement Associations?	The First Hill Improvement Association has provided its website for your review: www.firsthill.org . The Chinatown-International District BIA has

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			provided its website for your review: www.seattlechinatownid.com . The Capitol Hill BIA has provided its website for your review: www.caphillchamber.org .
16	Budget	If funding is mid-April through December, we'll be hiring staff for this work for a very limited period.	There is a possibility these funds may be renewed for 2020, dependent on the 2020 budget process. Your proposal should answer questions and include information about the project for 2019 and 2020 where possible.
17	Data and Reporting	For the purposes of this RFQ does 'served' mean engaged, contacted, or offered a referral?	For the purposes of this RFQ, 'served' includes engagement and/or contact recorded in HMIS.
18	Investment Area	How many awards will be made?	One to three proposals will be awarded through this RFQ process. See page 3 of the RFQ Guidelines and Application document.
19	Selection Process	What would this funding look like if there were three awards?	If there are three awards, funds will be contracted separately to each selected provider. Each grantee may work in one or more of the identified neighborhoods.
20	Submission	Should we talk about our ability to serve each of the three neighborhoods separately?	Please submit only one complete application per agency. In your application, make it clear which neighborhoods your outreach services will support.
21	Data and Reporting	What are the consequences if we don't achieve the expected contract outcome in the first year of funding?	Technical assistance may be offered through the Outreach Continuum. There are currently no plans to incorporate a pay-for-performance contracting structure for this award.
22	Investment Area	Is there a target for outcomes or number of people served?	There is no identified target number of people to be served. See page 6 of the RFQ Guidelines and Application document for contract performance commitments. Per the rating criteria for this funding, proposed costs must be "reasonable and appropriate given project scope, people to be served, and proposed outcomes." The focus populations and target populations were established in the 2017 Homeless Investments RFP . This funding is designated to provide outreach services in First Hill, Capitol Hill, and the Chinatown-International District.
23	Data and Reporting	What if we set the number of people served to 100 and 60% is 60 individuals? What if we exceed the	Your performance commitment will be in the contract and is currently stated in the RFQ Guidelines and Application as "60% Households receive a referral to emergency shelter or an authorized encampment". Of those <u>served</u> and

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		100 individuals? For example, if we serve 150 people, are we required to do 60% of the 150?	tracked in HMIS, it is expected that 60% will receive a referral to emergency shelter or an authorized encampment.

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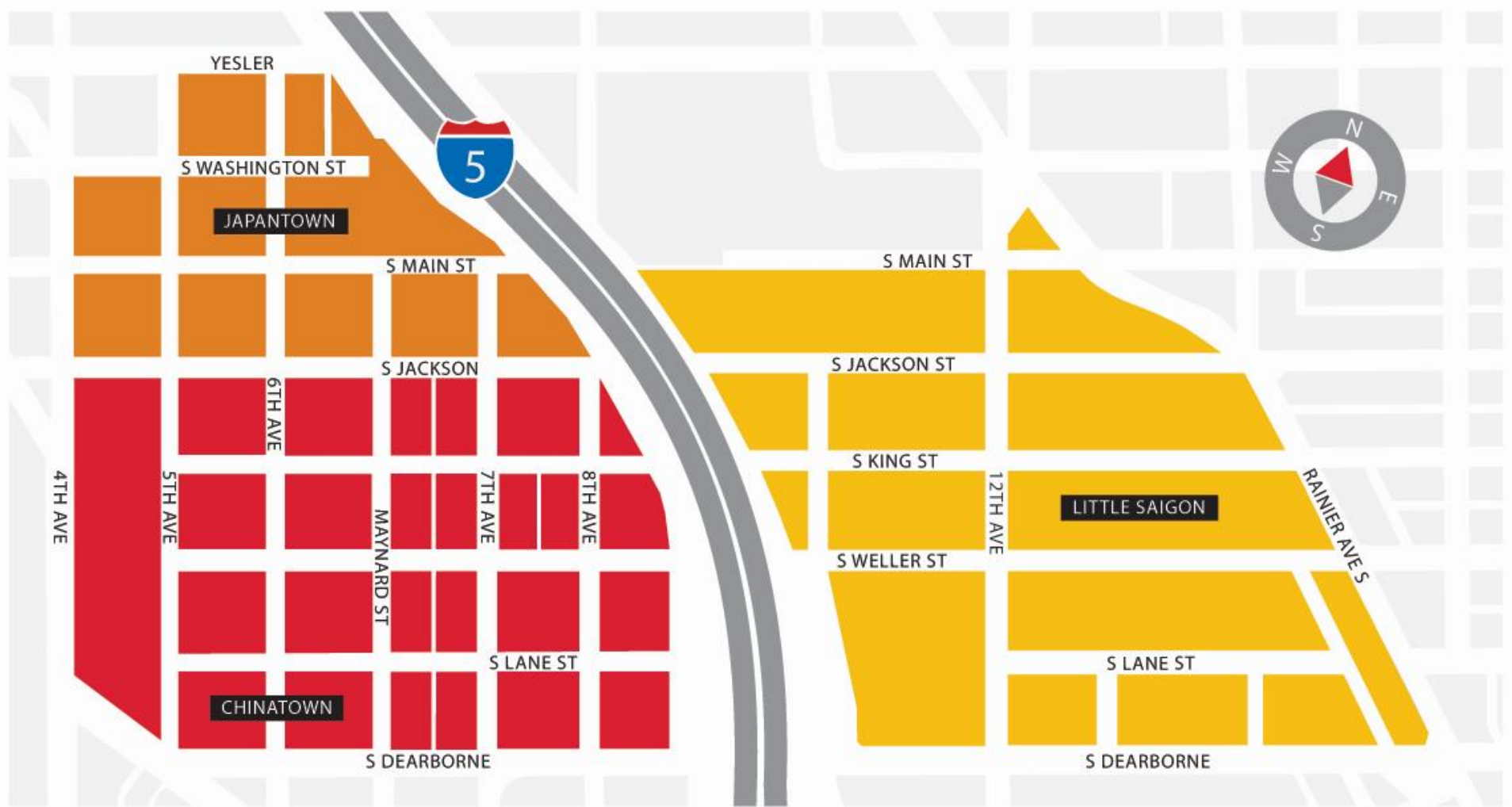
Map of First Hill from the First Hill Improvement Association.



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Map of the Chinatown-International District from the CID BIA.



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Map of Capitol Hill from the Capitol Hill BIA.

