



United Way of King County

Keep King County Housed – Rental Assistance Program

REQUEST FOR LETTER OF INTEREST from Housing Stability Service Providers located in King County

Contact: Jake Janesch, jjanesch@uwkc.org

Overview: United Way of King County (UWKC) in partnership with the King County Department of Community and Human Services (DCHS), Adult Services Division (ASD), is making an investment in Homelessness Prevention through the Keep King County Housed Program (KKCH). The Keep King County Housed Rental Assistance program helps people who are at risk of homelessness and living in low-income households stay housed. The Washington State Department of Commerce is the funding source for the program.

Grantees will be considered from letters of interest submitted by nonprofit organizations with a history of providing rental assistance and other housing stability programs in King County. Letters submitted by organizations not meeting these criteria will not be reviewed.

This document outlines program eligibility and structure; however, program structure is subject to change to best meet the needs of clients seeking services and program goals. Budget is also subject to change over the program year. We are seeking to contract with programs that can leverage Keep King County Housed funding with additional financial and housing stability resources.

Proposal Due Date	May 24, 2024, by 5:00PM
Funding Period	July 8, 2024 - June 30, 2025
Keep King County Housed Funding Available	\$4,881,561

The structure of the KKCH program includes King County as the funder, United Way as program administrator, and community-based organizations as direct service providers. UWKC will manage all program operations including managing a centralized waitlist for community members seeking services, randomized weekly CBO case assignments, CRM implementation, technical assistance, and provide case manager tools (program documentation, translation services, outreach supports).

UWKC will also process all rental assistance payments directly to landlords and/or property management companies on behalf of grantees. This allows community-based organizations to focus on having a team focused on serving clients. CBOs will be reimbursed, monthly, for up to 8% of rental assistance dollars distributed and outlined in their individual contracts. The 8% of available funding can be used for administration, staffing and other operating costs at the agency.

Ex: if a CBO is awarded a \$1M contract, they are required to process a minimum of \$920,000 in rental assistance and can request up to \$80,000 in reimbursement from UWKC for their administrative needs.

TIMELINE

May 3, 2024	Letter of Interest Announced
May 17, 2024	Final Day to Ask Questions. <i>Send questions to the staff person listed below.</i> KKCH Staff Contact Information Jake Janesch Senior Manager, Rental Assistance & Homeless Prevention United Way of King County jjanesch@uwkc.org
May 24, 2024	Applications Due by 12:00PM
Week of May 28, 2024	Reviewal Period
June 3, 2024	Notification of Results

A. Program Description – Keep King County Housed (KKCH) is a rental assistance and eviction prevention program designed to reach as many King County households as possible and leverage additional existing prevention program funding to meet financial and service needs of people at risk of homelessness due to non-payment of rent. The agency contracts will adhere to the following program requirements.

1. Tenant Household Eligibility Requirements

- Household resides in King County, WA.
- Household income is below 80% AMI with prioritization to less than 30% AMI.
- Household at risk of homelessness:
 - has missed a rent payment and currently owes at least part of a rent payment (current or past) and/or;
 - received notice that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance.
- Household must have a balance on their rent ledger and still reside in residence seeking assistance.
- Landlord and Tenant must both be willing to participate.
- Landlord and Tenant must have a formal lease agreement.
- Household must provide documentation to determine eligibility and prioritization.

2. Prioritization of Rental Assistance: *must meet **one** criterion in the tier. All households in the lowest tier will be served first, before moving to the next one.*

<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
<ul style="list-style-type: none"> • Households with children 18 years old or younger in family; includes currently pregnant. • < 30% AMI • Disability in Household • Actively Facing Eviction 	<ul style="list-style-type: none"> • 30% ≤ 50% AMI • History of homelessness (person/s on lease) • History of eviction (past 7 years) 	<ul style="list-style-type: none"> • 50% ≤ 80% AMI

3. Landlord Terms & Conditions

- Landlords agrees to not raise rent for the number of future months covered.
- Landlords agrees to not evict for non-payment of rent for the number of future months covered.
- Landlords agrees to not add late fees for number of future months covered in an agreement.
- Landlord is not required to forgive all debt/rent obligation not covered by the agreement.

B. Activity Requirements & Technology Needs

- Support clients with application completion and collect required program documentation.
- Work closely with landlords and property managers to collect payment and housing documentation.
- Capture demographic information in Case Management Software (UWKC enters data into HMIS)
- Apricot Case Management Software
- SharePoint
- Microsoft Teams
- Monthly reporting requirements (financial documentation, invoicing, client stories, etc.)
- Trainings and monthly Learning Circles
- Monthly agency invoicing for administrative cost reimbursements.

C. Desired Qualifications

On behalf of the Rental Assistance and Eviction Prevention Program, United Way of King County is seeking experienced community-based organizations who can support community members facing housing instability or eviction to get them connected to rent supports. Demonstrated experience in the following areas:

- Successfully supporting clients seeking housing stability services in King County.
- Working with landlords/PMs and engaging them in shared outcomes on behalf of their tenants.
- Building relationships with BIPOC communities and community-based organizations.
- Ability to provide additional services to people accessing rental assistance.
- Established team of direct service staff (caseworkers).

Request for Information

Please provide brief written responses to the questions below, not to exceed 2 pages (11-pt font, single-spaced, with 1-inch margins). The Rental Assistance and Eviction Prevention Team at United Way of King County will review letters of interest as a collective after the due date. The team will follow up to schedule a virtual meeting to discuss further interest and qualifications, on an as needed basis. The deadline to submit your response is 12pm on Friday, May 24, 2024.

Questions

1. Please share your experience distributing rental assistance in the community. Include any team strengths, challenges, and learnings that have impacted your program. Please provide any relevant accomplishments.
2. Please describe community partnerships you are currently engaged in to support housing stability and homelessness prevention. Please include any future collaborations or projects your agency is seeking to build.
3. How do you work to advance racial equity? Please share your organization's definition and focus on racial equity. Within your housing stability services, please be specific about how you prioritize marginalized communities, as well as Black Indigenous People of Color Communities.

4. The program is looking for agency partners who can provide additional resources to clients seeking financial and housing stability services. Please briefly share what additional wrap-around services your agency could provide to people accessing rental assistance.
5. Please describe what your team design would be for this program and include the number of direct service staff (caseworkers) and their roles both distributing rent assistance and providing other stability services.
6. There are limited funds to release this program year. What mechanisms do you have in place to ensure there are no contract over-expenditures?
7. Out of the total funding available for this opportunity, what amount of rental assistance would your agency be able to process during the program year (July 2024 – June 2025). Keep in mind that the average amount of rental assistance per household is about \$8,000.