

SECTION 3: GRANT PROGRAM SCOPE OF WORK

I. INTRODUCTION

The Jobs and Housing program is designed to provide jobs and housing support for 300-400 people who are experiencing homelessness. King County has long faced unacceptable levels of homelessness, and currently, the County is experiencing record level of homelessness.¹ Like the rest of the country, the COVID-19 pandemic and associated recession has had significant impacts on employment.² Job loss and homelessness have been especially significant in certain sectors of the economy such as food service and hospitality because of COVID-19 restrictions.

This RFP solicits proposals to provide jobs to individuals experiencing homelessness that enable program participants to gain skills and experience to support future stable employment. Program participants will be drawn from the current population of people who are experiencing homelessness³ in King County and who have been negatively impacted by COVID-19. Housing supports will primarily be offered through King County's contracted Rapid Re-housing (RRH) providers to connect program participants with housing and subsidies. If Jobs and Housing participants are ineligible for the RRH program, case by case alternate housing options will be evaluated for eligibility and allowability. In addition to housing services through the RRH program, Jobs and Housing participants are also eligible to receive support services (ORCA passes, attire, equipment, etc.), and career navigation and wrap-around support services.

II. OBJECTIVES

This program is designed to stabilize people's lives by providing a steady place to live, an interim job and access to support services and career navigation for up to one year. The specific objectives include:

1. Support residents in King County emergency shelters with employment opportunities that could ultimately lead to permanent positions.
2. Provide case management support that includes:
 - career navigation and counseling
 - connection to public benefits
 - equipment or attire required for work
 - training and education that takes place pre-employment, on-the-job or post-program to support permanent employment
 - any other support that removes barriers to employment, e.g., driver's licenses, healthcare, personal hygiene, transportation, etc.
3. Connect participants to Rapid Rehousing and other housing support to help transition shelter residents into permanent housing.

The ultimate goal of these activities is to help people:

- Obtain a permanent job
- Have permanent housing

¹<https://kcrha.org/regional-homelessness-data/>

² <https://kingcounty.gov/depts/health/covid-19/data/impacts/unemployment.aspx>

³ Individuals experiencing homelessness includes, but is not limited to individuals residing in homeless shelters, transitional housing, rapid rehousing and individuals who are unsheltered.

- Exit the homeless system

The goal of this RFP is to identify agencies/firms that can help in the provision of jobs to program participants and, either provide directly or coordinate with other program supports (housing, transportation, etc.) to further the program goals identified above.

III. PROGRAM DESCRIPTION

The Jobs and Housing Program will award grants to help individuals experiencing homelessness find employment. Grant funds can be used for training, subsidized wages, case management, housing support and other services that remove barriers to employment. Funds are available to support individual program participants for a total of 12 months of employment or 12 months of a combination of career training and employment. In addition, funds are available to support pre-employment job readiness activities and skill building.⁴

Grant funds may not be used for any expenditures already reimbursed by any other Federal, state or local funding source (e.g., federal grant, subsidized loan, insurance policies of any type of coverage, or any reimbursement or relief program related to or administered by the Small Business Administration). Participants must currently be unserved or underserved (i.e., participants should not be duplicated individuals). This program is meant to create new employment opportunities for individuals experiencing homelessness.

King County plans to identify between one and ten potential contractors and make awards based on funding and program design to support goals.

King County is seeking proposals for a jobs program that meets the goals listed above to provide a job and housing that leads to a permanent job that allows for long-term economic stability. King County is looking to fund proposals that connect participants to growing industries and good jobs that provide benefits, opportunity for advancement, and connection to the local labor market. This can include an education and training component prior to job placement, subsidized employment, and/or private sector employment. Proposals may include a combination of education and training and employment and may also include multiple pathways and programmatic options for program participants. Not all program participants have to receive the same suite of services. Lead applicants may subcontract with organizations to provide additional services.

Proposers may hire participants directly, where the organization has a body of work to be completed, and/or serve as an employer intermediary to train and connect participants to private sector positions. The Jobs and Housing Program will fund salaries and benefits for program participants if the individual is employed by the awarded organization. However, if the participant is performing work for a private sector entity, then wages and benefits should be covered by the private sector partner. Funds may also be used for education and training to ensure participants are successful in either nonprofit or private sector work. Preference will be given to proposals that include a minimum of 25 participants. Participants do not need to be enrolled at the same time. Participants must currently be unserved or underserved (receiving some services, but not training and employment). This program is meant to create new employment opportunities for individuals experiencing homelessness.

⁴ See also Section V. Program Period.

Programmatic Guidelines and Requirements for All Proposers and Categories

- Participants must be experiencing homelessness and have been negatively impacted by COVID-19.⁵
- A stipend or training wage must be awarded for training and education if included in the program design.
- Participants must be provided case management and career navigation services. Proposers must indicate whether case management and career navigation will be embedded as part of their program model or through a partnership with the Jobs and Housing contracted partner.
- Participants must be connected to housing. Proposers must indicate and describe whether they will coordinate with the Jobs and Housing team and the assigned Rapid Rehousing case manager or if the organization will provide housing support in-house.
- Awarded Proposer must ensure coordination with the Jobs and Housing team, shelter providers, Rapid Rehousing case managers and the Jobs and Housing contracted workforce partner, as applicable.

IV. PERFORMANCE INDICATORS

Awarded proposers will be required to regularly report on various program indicators as noted below:

Outputs (disaggregated by demographics)	Outcomes
<ul style="list-style-type: none"> • # of participants who were offered employment 	<ul style="list-style-type: none"> • Short-term: Program participants stabilize their employment and housing status • # of people who exit the homelessness system
<ul style="list-style-type: none"> • # of participants who complete employment 	<ul style="list-style-type: none"> • Long term: Program participants become economically stable and are able to maintain permanent employment and housing • # of people who obtain a permanent job
<ul style="list-style-type: none"> • average pay/hour • average hours worked/week 	
<ul style="list-style-type: none"> • # of participants who received housing supports, if provided by contractor 	<ul style="list-style-type: none"> • # of participants in stable housing, if services provided by contractor
<ul style="list-style-type: none"> • # of participants who received case management or career navigation, if provided by contractor 	

King County may also survey participants at regular intervals to gauge experiences, job satisfaction, program satisfaction and to help inform program design.

V. PROGRAM PERIOD

The Jobs and Housing program is intended to fund a program period that includes the awarded organization’s program preparation, participant recruitment, participants’ engagement

⁵ See Appendix C for a required participant question related to identifying how a participant has been negatively impacted by COVID-19

in the program, including employment or employment and skills training for up to 12 months, and program close-out. As such, the contract duration could extend into 2023.⁶ Contingent on available funding, appropriation authority, and program performance, there is the possibility of a contract renewal and/or extension of the contract period to fund additional cohorts of program participants.

All participants must be enrolled by September 30, 2022.

VI. KEY MILESTONES AND DELIVERABLES

Description	Estimated Dates
Request for Application (RFA) issued	December 13 th , 2021
Informational session	Week of Jan. 3 rd , 2022
Final day to ask questions	Friday, Jan. 28 th , 2022
Proposals due	Friday, Feb. 4 th , 2022 at 5pm
Applications review and evaluation	Feb. 7 th – Feb. 18 th , 2022
Interviews, if applicable, or additional information collection	Week of Feb. 28 th
Notification to selected and non-selected proposals	Week of Mar. 7 th , 2022
Draft and negotiate contracts	Mar. 14 th – Mar. 25
Contract signing	Week of Mar. 28
First Participants Enrolled (not necessarily employed)	No later than 2 months after contract signing unless agreed to by Jobs and Housing Team
Invoice submissions	Monthly
Program progress reports due	Quarterly
Closeout/final narrative report and invoice due	Dec. 1 st , 2023

VII. PROGRAM BUDGET

King County plans to identify one or more contractors to support jobs for the Jobs and Housing Program. The County will make awards based on funding and program design to support goals and may award up to \$8.5 million in total funding for these contract services. Proposals should include a budget narrative that describes all costs and how the costs associated with each program element support the goals of the program. In particular, the narrative should describe in detail all direct costs that are not direct program participant salary and wages and how those costs support the program goals. The budget narrative should also explain all assumptions and the basis for estimated costs. Proposals should include overall costs as well as a cost per program participant. King County acknowledges that program costs per participant will depend on the category of job as well as on whether other support services (training, career counseling, case management, mobility, housing) are provided by the contractor to

⁶ Program funds are currently appropriated through the end of 2022. Federal requirements mandate funding be expended by the end of 2024. The Executive anticipates requesting reappropriation of unspent program funds in the 2023-2024 biennial budget. While the Executive branch currently expects Council to approve ongoing funding of this program into the next biennium, final appropriation authority is subject to approval and budget adoption by the King County Council. The contract duration may extend into 2023; however, contract terms include a clause indicating that contract cost reimbursement is dependent on adopted appropriation authority.

participants.

Proposals should adhere to the following guidelines:

- Proposals may include training wages for participants and trainers.
- Wages and salaries for participants should be between \$20-25/hour.
- Preference will be given to proposals that include a minimum of 25 participants.
- The Jobs and Housing program will fund training costs and salaries and wages for program participants working in a public sector/non-profit job. However, the salaries and benefits for individuals that are employed with a private sector entity will not be funded by the Jobs and Housing Program and should not be included in the program costs noted below.
- Indirect costs should not exceed 10%.

VIII. Definitions

Salaries and Benefits - Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services and 2 CFR 200.431 Compensation - Fringe Benefits.

Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment and supplies and the cost per unit and quantity.

Other Direct Costs – This may include other costs not elsewhere specified, such as medical exams and inoculations, background checks, employee clothing, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant.

Indirect Costs - Proposers must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200.414. Below are the most commonly used Indirect Cost Rate methods:

Method	Initial Application Requirements
Direct Charge Only	- See above on direct costs
De minimis rate of 10% of modified total direct costs	- Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. - The applicant must describe which cost elements it charges indirectly vs. directly. - See 2 CFR 200.414(f) for further information.

IX. Application Questions

1. Describe the organization and staff's experience in providing similar services.
2. Describe the organization and staff's experience working with diverse communities, including those experiencing homelessness and explain the organization's commitment to equity & social justice. Include how the organization will ensure services are culturally appropriate and serve participants from communities disproportionately impacted by homelessness.
3. Describe the organization's staffing model for the proposed activities, including resources to ensure coordination with the Jobs and Housing Program team and its partners.
4. Describe the organization's experience with Rapid Rehousing and detail any other housing supports offered by the organization. If the applicant will be providing housing support in-house, describe the program model and how the organization will track progress and outcomes.
5. Describe the organization's approach to recruiting individuals experiencing homelessness to participate in this program (e.g., where will participants be recruited from, how will potential applicants be identified, who will be engaged in recruiting participants, etc.). If the applicant needs support in recruitment, please indicate that in the response and describe how the applicant will coordinate outreach, recruitment and intake with the Jobs and Housing Program team.
6. If the applicant will be providing case management and career navigation services, describe the program model and staffing plan and how the organization will coordinate with shelter providers and rapid rehousing case managers. If the applicant does not plan to provide case management, please identify how the organization will coordinate with the Jobs and Housing Program and its contracted workforce partner.
 - a. Include transportation needs and support requested by King County. The Jobs and Housing Program will provide all participants with an ORCA pass and can arrange participation in Metro's Vanpool program.
7. Describe the proposed programmatic model, including training components, case management, etc.
 - a. If the program model includes private sector participation, describe how the organization will ensure positions provide a path to a living wage with benefits, career mobility, and an inclusive work environment.
 - b. Describe follow-up services that support participants transitioning out of the proposed program.
8. Describe the organization's experience with federally funded contracts and how the organization plans to track participant data (see Performance Indicators above) and meet federal reporting requirements.
9. Describe elements proposed to be funded, including program participant salaries and benefits, supplies and equipment, training, supervision, overhead, etc. Detail any work that will be subcontracted and costs in the same categories noted. Identify the number of program participants to be supported by this proposal as well as a per participant cost incorporating all program costs noted above.

X. Evaluation Criteria and Application Scoring

Applications will be reviewed and evaluated by a committee of Application Evaluators. The process for choosing projects will include evaluation of the narrative and accompanying documents. Below are the criteria that will be used by the review committee during the evaluation/review process.

Evaluation Criteria	Description	Maximum Points
Overall jobs approach, program proposal and program model, including program recruitment, and, if applicable, job training, case management, housing support, etc.	<ul style="list-style-type: none"> - Description of how activities support individuals in securing good jobs in growing industries with living wages, benefits, and career advancement opportunities - Description of how applicant intends to recruit and support individuals experiencing homelessness - Proposal has a clear and reasonable timeline and set of activities - If applicable, proposal describes how job training is aligned and embedded in the program model - If applicable, proposal describes how applicant will provide supportive services and housing support 	30
Organizational experience and capacity	<ul style="list-style-type: none"> - Proposal has provided evidence that the applicant has the experience and capacity to meet project deliverables and effectively serve program participants 	20
Proposed approach to coordination among King County agencies, Jobs & Housing Team, emergency shelter providers, Rapid Rehousing housing navigators and support services and career navigators	<ul style="list-style-type: none"> - Proposal has described capacity, process and staffing structure to ensure coordination among King County and its partners 	10
Organizational commitment to equity & social justice and demonstrated cultural competency	<ul style="list-style-type: none"> - Clear commitment to racial equity by centering anti-racist values and delivering culturally responsive services to individuals experiencing homelessness 	20
Clear and appropriate program costs for program model and number of participants served	<ul style="list-style-type: none"> - Budget and narrative are clear and provides a justification for proposed costs - Reasonableness of overall and per participant costs based on services provided 	20

Interviews may be conducted with Proposers if selections are not made on the basis of the written Application alone. If interviews are conducted, an additional maximum of 50 points will

be given. The total scoring of the Applications will then be 150 points.

SAMPLE Applicant Questionnaire: Negatively impacted by COVID-19

Participants will be asked the following:

Since the start of the COVID-19 pandemic (March 2020) have you or a family member experienced any of the following impacts? Check all that apply.

- Lost a job
- Hard to find a job
- Reduction in work hours
- Used to work in an industry that was impacted by COVID
- Lost housing
- Entered shelter
- Hard to find permanent housing
- Health concerns or difficulties associated with COVID-19 has impacted my / my family's well-being (e.g. physical, mental, pre-existing conditions)
- Contracted COVID
- Transportation challenges
- Finding childcare or meeting child rearing needs
- COVID-19 interrupted education or training
- Other. Please describe _____