

REQUEST FOR INFORMATION TO SHAPE THE REQUEST FOR PROPOSAL FOR MANAGEMENT OF THE AFFORDABLE HOUSING COMMITTEE'S COMMUNITY PARTNERS TABLE

SUBMISSION DUE DATE

October 23, 2020 by 5:00 P.M. *Pacific Daylight Time*.

PURPOSE OF THE REQUEST FOR INFORMATION

King County's Department of Community and Human Services (DCHS) is seeking input from organizations interested in managing as a consultant or participating as a member of the Affordable Housing Committee's Community Partners Table (Table) program. DCHS will release a Request for Proposals later in 2020 and is gathering information to shape the procurement process and the resulting consultant contract that will manage the Table.

The questions in this Request for Information are not application questions and your responses will not be scored.

WHO SHOULD RESPOND

Two types of organizations are encouraged to respond:

1. Entities interested in managing the Table; and
2. Organizations interested in serving on the Table.

HOW TO RESPOND

Please e-mail submissions to Melissa Arias at marias@kingcounty.gov with *RFI Response to CPT Management* in the subject line. Written responses are preferred. If writing responses poses a barrier, please reach out to Melissa to request a scheduled phone call to provide verbal answers. The method of response submission has no bearing on consideration of responses. The King County Department of Community and Human Services may contact respondents for clarification or elaboration of responses.

BACKGROUND

The proposed Community Partners Table will strive to authentically embed a race and social equity-based approach into the work of the King County [Affordable Housing Committee](#) of the Growth Management Planning Council.

In June 2019, the Growth Management Planning Council established the King County Affordable Housing Committee (Committee) to recommend action and assess regional progress to **advance affordable housing solutions** recommended within the [Regional Affordable Housing Task Force Final Report and Recommendations](#). The newly-formed committee of 19 elected, nonprofit, and business leaders functions as a point of coordination and accountability for affordable housing efforts across King County. The overarching goal of the Committee is to "Strive to eliminate housing cost burden for households earning 80% area median income and below, with a priority for serving households at or below 50% area median income."

In 2019, the Committee adopted a work plan to build accountability to those most impacted by the housing crisis by:

- centering equity in the work;

- developing a dashboard to monitor progress towards building or preserving affordable housing and reducing cost burden;
- taking action to build and preserve more homes by exploring new revenue sources to meet the need; and
- recommending amendments to a land use plan that guides regional housing efforts.

In the past year, the Committee adopted three recommendations:

1. A recommendation to King County jurisdictions on how to equitably maximize new revenue authorized by House Bill (HB) 1406. HB 1406 allows local governments to keep a portion of the state sales tax and use it for affordable housing, supportive housing, and in some instances, rental assistance.
2. A recommendation to the Governor of Washington to extend the eviction moratorium for renters and called on the State to act with urgency to preserve access to affordable homes and protect existing communities of color and low-income communities from displacement.
3. A recommendation to entities interested in strategic land acquisition in response to the potential for increased real estate activity due to COVID-19. The recommendation included a list of financial resources and recommendations to: 1) provide advanced notice regarding potential property sales; 2) ensure future uses at acquired sites achieve equitable outcomes; and 3) ensure that local jurisdictions are consulted.

By partnering with the Community Partners Table, the Committee strives to take a more thoughtful strategic implementation approach, rooted in the equity principle that communities who are historically excluded and most negatively affected have the right to influence and define decisions.

The proposed purpose of the Table is to:

- surface and strategize around housing issues of importance to the communities that members are connected to and recommend items for inclusion in the Committee’s annual work plan;
- collaborate with the Committee in reducing the disproportionate impacts of housing affordability challenges, including displacement, on communities impacted by racism, colonization, and oppression as identified by the Table;
- advise the Committee and King County staff on how to best engage communities most impacted by the housing crisis in affordable housing planning and equitable development plans and policies; and
- connect early and often with King County’s Department of Community and Human Services to identify possible opportunities for collaboration to support residents and community-based organizations in developing visions and implementation plans for public land available for redevelopment, build the capacity of community-based organizations interested in engaging in housing development, and work with the County to align policies and programs to equitable development outcomes.

CONSULTANT EXPECTATIONS (SUBJECT TO CHANGE)

King County intends to hire a consultant to help stand up and manage the Table through the end of 2021. At this time, King County estimates the consultant to spend 16 hours a week performing the following primary duties:

- Partner with King County to co-design, shape and implement the final phase of Table formation:
 - Co-design Table structure (number of members, kinds of perspectives, etc.) with County staff;
 - Co-design member outreach strategy and selection with County staff;

- Design onboarding process and guide training content for new members so that it is suitable for the audience and effective; and
 - Plan for the first Community Partners Table meeting, to be held in early 2021
- Attend every-other-month Affordable Housing Committee meetings (2 hours) and monthly Housing Interjurisdictional Team (HIJT) meetings (2 hours), as needed, to understand the Committee’s work plan progress and priorities. The HIJT supports the Committee by preparing draft agendas and materials and providing technical assistance to the cities and the County on affordable housing policy.
- Plan and facilitate Community Partners Table meetings beginning in early 2021; the frequency of meetings will be determined by the consultant and Table, but King County recommends monthly meetings at this time.
- Ensure meetings are accessible and support participation from stakeholders most disproportionately impacted by housing cost burden (e.g. interpretation, childcare). These expenses will be funded as part of the overall consultant budget.
- Work with King County staff to identify and/or execute capacity-building and training opportunities for Table members if needed. Trainings will be identified and executed using the subject-matter expertise readily available within King County government or the consultant organization.
- Draft and review Table recommendation memos, reports, and other materials as needed.
- Track Table member participation hours and manage organizational stipend payments to members. The stipends will be funded as part of the overall consultant budget.

CONSULTANT QUALIFICATIONS (SUBJECT TO CHANGE)

The ideal consultant will possess a range of skills and abilities as it relates to managing an advisory group. At this time, we expect consultant qualifications to include, but not be limited to, the following:

- Demonstrated understanding and experience in successfully working within existing institutional structures while advocating for equity-based changes and developing equitable solutions to affordable housing issues affecting low-income Black, Indigenous and people of color (BIPOC) communities.
- Demonstrated experience leading movement-building, capacity-building, and/or collaborative organizing projects with BIPOC-led community-based organizations.
- Ability to facilitate and plan meetings, develop and implement a work plan, manage a stipend program for participating organizations, and conduct other administrative tasks.
- Demonstrated staffing capacity to co-develop and drive implementation of the Table’s work plan.

COMMUNITY PARTNERS TABLE MEMBER EXPECTATIONS (SUBJECT TO CHANGE)

In conjunction with King County staff and a consultant, the Community Partners Table will determine which expectations and meeting frequency work best to achieve the Table’s goals. At the minimum, DCHS staff recommend the Table meet the following expectations:

- Commit 5-10 hours a month to attend meetings and draft or review memos, reports, and other materials.
- Complete an orientation about the [Regional Affordable Housing Task Force Five Year Action Plan](#), Committee structure and decision-making processes.
- Approve a decision-making structure, elect a chair or co-chairs, and identify shared priorities.
- Give feedback and guidance on equity considerations regarding implementation of the Committee’s 2021 workplan activities.
- Make recommendations to the Committee, including advising on their 2022 work plan goals

- Identify opportunities of interest to shape and inform housing affordability solutions, including but not limited to:
 - Jurisdictional comprehensive planning processes and updates to comprehensive plan housing chapters;
 - Guidance on the Affordable Housing Committee and Community Partners Table structure and charter revisions to advance equity principles, re-align power structures, and enhance community representation on the Committee and Table; and
 - Goals and opportunities for broader community engagement and accountability.

COMMUNITY PARTNERS TABLE MEMBERSHIP QUALIFICATIONS (SUBJECT TO CHANGE)

The Table structure and member qualifications will be co-determined with the selected consultant. The following represents the County’s initial draft list of proposed qualifications:

- Community-based organizations with a Tax Identification Number are eligible to serve on the Community Partners Table and receive a stipend for participation.
- Priority will be given to grassroots community organizations led by and for the communities most impacted by the housing crisis.
- Organizations must represent no- and low- income communities who have been historically discriminated against and excluded from decision-making processes, including but not limited to the following:
 - BIPOC individuals
 - Immigrants and refugees
 - People living with disabilities
 - Seniors
 - Cost-burdened renters
 - LGBTQ+ people
 - People with criminal records
 - People who have experienced homelessness
 - Youth and families

QUESTIONS

We are seeking input from anyone interested in participating as a Table member or serving as a consultant who wants to shape the Request for Proposals to be released in the fall 2020. These are not application questions and your responses are not scored. Responses to every question are not required. We are simply gathering information to better inform program design and the upcoming Request for Proposal to contract with a consultant.

1. Please provide your name, title, the name of your organization, and what you anticipate your organization’s role to be in the framework described above (e.g., consultant, Table member, other).
2. DCHS expects to provide up to \$180,000 annually for one consultant contract. Does this amount seem reasonable? DCHS estimates this would be composed of:
 - a. \$106,000 for consultant staffing to manage the Table
 - b. \$8,000 for programmatic expenses (e.g. online meeting platform subscription/space rentals, materials, refreshments)
 - c. \$66,000 in pass through funds to support Community Partners Table member engagement through organizational stipends

3. Table member organizations will be compensated for their time and expertise. It will be the consultant's responsibility to manage the payments and seek reimbursement from King County for these payments. Does a \$75/hour stipend seem like an appropriate compensation amount? Will seeking quarterly reimbursements from King County pose a problem? If a non-employee performs services on behalf of a Table member organization, will being responsible for distributing stipends to that individual pose a problem?
4. How much time can your organization commit a week to managing the Community Partners Table or serving on the Table as a member? Please refer to the consultant and Community Partners Table member expectations above. Do the estimates described above seem reasonable in light of the description of the services to be provided?
5. Desired outcomes and priorities of the Table are yet to be defined. Taking into account the purpose of the Table, what is one ideal accomplishment for the Community Partners Table you wish to see after one year?
6. What accommodations should be made to reduce barriers to, and support equitable participation from, Table members?
7. Would you be interested in applying to manage the Community Partners Table as a consultant or serve on the Table as a member? Why or why not? Which organizations do you suggest we notify of this opportunity?
8. Of the consultant qualifications listed above, which do you believe are most essential for the optimal performance of the Table, and why? Are there additional experiences or qualifications you would like a consultant to possess in order to ensure the consultant can effectively manage the Table?
9. Is there anything else we should consider as we draft a Request for Proposals for the management of a Community Partners Table?