

**United Way of King County and the City of Seattle’s Human Services Department together announce a
Request for Proposals (RFP) for
Enhanced Shelter Services for Homeless Youth and
Residential Recovery Program for Youth Involved in Prostitution**

Request for Proposals

United Way of King County and the Seattle Human Services Department (HSD) are partnering to release this Request for Proposals, offering interested organizations an opportunity to submit a proposal as application for implementing programs providing:

a) Enhanced Emergency Shelter and Supportive Services for Homeless Youth; AND

b) Residential Recovery Program For Youth Involved in Prostitution Pilot Program.

Applicants can apply for consideration for funding for two years, from September 2009 through August 30, 2011. Highest scoring applicants will be invited to continue in the application process, which will include at least one interview, at least one site visit to the proposed facility(es), and, for those in the final running, additional written materials and a meeting with agency Board members.

Timeline: These programs will be funded for up to 2 years with the possibility that United Way and King County Mental Illness Drug Dependency Plan (MIDD) (read further) funding may be continued depending on performance, evaluation, and funding availability.

RFP TIMELINE
RFI Issued: July 9 2009
Proposals due: August 7, 2009
Planned Proposal Review: August 10-14, 2009
Planned Agency Interviews and Site Visits: August 17-28, 2009
Planned Award Notification: September 11, 2009

**PROGRAM FUNDING, COMMUNITY NEED, GOALS,
OUTPUTS, OUTCOMES, AND TARGET POPULATIONS:**

	United Way Enriched Emergency Shelter for Homeless Youth	City of Seattle Residential Recovery Program for Youth Involved in Prostitution
Program Funding	United Way of King County will invest \$100,000 yearly for 2 years, to expand or enhance emergency shelter with supportive services for homeless youth ages 14-17.	The Seattle Human Services Department will invest King County Mental Illness and Drug Dependency (MIDD) funding of \$457,000 yearly for 2 years; and Seattle Sex Industry Victim's Funding (SIVF) of \$46,500 yearly for two years for a total of \$503,500 per year.
Community Need	Up to an estimated 1,000 unaccompanied youth are homeless each year in King County. Currently, there are only 17 emergency shelter beds for homeless youth under age 18 in King County that are not for DSHS placements. There is an estimated demand for 100 emergency shelter beds for this group each day.	A 2008 City of Seattle report counted 238 prostitution-involved youth in Seattle in 2007. With such limited emergency shelter bed space, law enforcement officers have few options to place youth when they are rescued from the streets. The resulting practice is placing victims in detention, or releasing them back to unsafe environments. Additionally, there currently are no options for housing and mental health and substance abuse recovery services specifically designed for these youth in our region. Existing services are not prepared to meet the extraordinary needs of this highly specialized population.
Program Goals	1) To give homeless youth a place to stay, with supportive services, on an emergency basis until they are able to find more stable housing. 2) To provide safe shelter for homeless youth who are involved in prostitution while they receive assessment for entry into the Residential Recovery Services program or other services.	1) To support youth with mental illness and/or chemical dependency to recover, heal and live life free of sexual exploitation and criminal involvement.
Program Outputs	1) 2 or more shelter beds (new or existing) with enhanced services that are focused on youth who are involved in prostitution	1) Screening and assessment using the Global Appraisal of Individual Needs (GAIN) for a minimum of 30 non criminal justice involved youth per year 2) Intake and referral to other existing community services for a minimum of 50 youth per year at risk for CSEC (Commercially Sexually

		Exploited Children) who do not enter the residential program. 3) Residential Recovery Housing for 25-30 CSEC (prostitution involved) youth per year, which incorporates mental health and substance abuse recovery services for commercial sexual exploitation. 4) Aftercare and recidivism prevention for 25 youth per year 5) 40 hours Internal Staff Training on CSEC and Direct Service Delivery
	United Way Enriched Emergency Shelter for Homeless Youth	City of Seattle Residential Recovery Program for Youth Involved in Prostitution
Program Outcomes	Homeless youth secure stable housing (numbers will be negotiated)	• Stable living/housing for those served • Reduction in further justice involvement • Decrease in Mental Health and Substance Abuse symptoms for youth served
Target Population	Youth ages 14-17 who lack safe, stable housing. Program may serve females only or both females and males.	Youth (primarily female) involved in prostitution who are King County residents between the ages of 14 and 17; for the residential recovery program they must have been assessed as having mental illness and/or chemical dependency.

Funding Availability:

Funding for both the Emergency Shelter and Residential Recovery Program is anticipated for 2 years, but is not guaranteed. United Way and the City of Seattle reserve the right to decrease or eliminate their portion of the funding at any time throughout this process and contract.

Proposal Requirements:

- Proposals should address both the Enhanced Emergency Shelter and the Residential Recovery Services programs.
- Proposals may come from one single agency, if the agency is able to provide all necessary service components, or from a partnership of agencies, where individual agencies work under a formal, collaborative agreement to provide all necessary service components.
- Applications from partnerships must include a signed MOU between the partnerships, designating one agency as lead, and clearly stating the responsibilities of each agency. Each partner must attend the interview(s), to be scheduled between August 17 – August 28, 2009.
- Proposals must demonstrate a strong tie between the Enhanced Emergency Shelter and the Residential Recovery Services for Prostituted Youth programs; both programs will develop policies and procedures to foster this linkage. Residential Recovery Program staff will conduct assessments for youth housed at the

Shelter, and will assist Shelter staff to determine the best referral for youth served there when the Residential Recovery Program is not a good match. The shelter will be considered a feeder program for the residential recovery program.

- An agency may be part of more than one proposal.
- It is preferred that the Shelter and the Residential Recovery Program are in separate facilities and locations. Otherwise, physical separation of living and programming space between prostituted youth in the recovery program and other youth must be provided.

Core Program Components:

The funded agency(s) will agree to serve, provide, and will have in place the following components:

For the United Way funded **Enhanced Emergency Shelter** for Homeless Youth: Funding is for program operating and/or service costs.

1. Target Population: Program is for female or both female and male youth ages 14 to 17.
2. Program has emergency shelter bed space for 4 to 6 youth and capacity to serve at least 2 juvenile court/police-referred prostituted youth at any one time on a space available basis.
3. Program is a safe space for at-risk youth.
4. Program is as low-barrier as possible for youth in need of shelter in order to serve youth with criminal/behavioral backgrounds expected among prostituted youth.
5. Program has collaborative arrangements to place youth in appropriate transitional housing programs, foster care, and to support family reunification.
6. Program will ensure that all staff attend the City of Seattle training series on working with prostituted youth.
7. 24 hour intake capacity is desirable.
8. Funding is to be used to expand the number of beds and/or enhance the capacity of an existing shelter program to adequately serve as an assessment and intake resource for the residential recovery program for youth involved in prostitution.

For the MIDD funded **Residential Recovery Program for Youth Involved in Prostitution**: Funding covers new positions, some housing operations costs, and mandatory training for staff.

1. **Target population:** Program is for commercially sexually exploited youth (CSEC), primarily females, ages 14 to 17 who live in King County and who have been diagnosed via a formal assessment using the Global Appraisal of Individual Needs (GAIN) as having a mental illness, including Post Traumatic Stress Disorder, depression, anxiety disorder, or other more severe forms of mental illness, and/or chemical dependency.
2. **Program eligibility:** Youth must have mental illness and/or chemical dependency and volunteer for the program.
3. Program has 6+ existing transitional housing beds that can be used to serve prostituted youth; for the intent of this program, non-prostituted youth cannot be housed in the same program/facility as prostituted youth. Prostituted youth primarily include females who are actively engaged in street-based, internet-based or other forms of active prostitution for money; most of these youth are being pimped. There is no time limit on how long youth can stay.
4. Program will provide services for 25 to 30 youth per year.
5. Program will have a therapeutic philosophy that views and treats CSEC as vulnerable youth who have been exploited by others (victims) and who are in need of interventions, care, nurturing and assistance to heal from the trauma in their lives, and to regain, to the extent possible, their childhood.

6. Program will hold all licenses and certifications required in Washington State to provide mental health and substance abuse treatment services to youth in a residential setting (per WAC 388-148 or WAC 246-337). Program staff-to-youth ratios will, at a minimum, adhere to and ideally improve upon on those required in the state WACs, and staff coverage will be provided 24 hours per day, 7 days per week.
7. Program will accept referrals from Juvenile Court and will prioritize these referrals for entry into the program. The program will also accept referrals from other programs and agencies. **All youth must voluntarily enter the program and be assessed by the program as appropriate - they will not be admitted because they are court mandated.**
8. Youth referred from Juvenile Court will have been assessed by court personnel via the Global Assessment of Individual Needs (GAIN) and the assessment will indicate that the youth has a mental illness or chemical dependency.
9. At least 30 youth referred from programs and agencies other than Juvenile Court will be assessed by program staff using the GAIN.
10. Youth referred from Juvenile Court or other programs or agencies must be eligible for the program (see #2 above); they will undergo an intake by program staff to determine *suitability* for the housing program. Factors to consider include: Are they there voluntarily? Can they be safely housed in a non-secured facility? Are they at the stage of change that indicates successful participation in the program? If the program is full or not a good match for the youth, program staff will connect youth to other appropriate services.
11. Youth enrolled in the program may receive further trauma assessment, as needed, by staff of the Harborview Center for Sexual Assault and Traumatic Stress, using an evidence based trauma impact assessment consisting of a motivationally informed clinical interview, administration of standardized instruments, feedback and collaborative treatment plan decision-making.
12. For youth found to be a good match for the program, but in need of in-patient detoxification, program staff will assist the youth to obtain in-patient treatment and then will make an effort to make a bed available for them once they are released from detox and can safely enter the program.
13. Program staff will ensure that all requirements regarding parental/guardian notification and consent for placement are followed.
14. Program will provide information and referrals to existing services for up to 50 youth, for whom this program may not be appropriate.
15. Program will provide on-site mental illness and chemical dependency treatment using evidence-based treatment services provided by a licensed Mental Health Professional employed/supervised by a licensed community support provider(s) under WAC 388-865-0400 and a licensed Chemical Dependency Professional employed/supervised by a certified chemical dependency service provider(s) under WAC 388-805-015.
16. Program will provide other supportive services including intensive case management, therapeutic activities life skills, education assistance, employment assistance, and other resources (either provided internally, or through formal partnerships) for those in the program.
17. Program will provide aftercare services and on-going case management to prevent recidivism for 25 youth who have completed or aged out of the program
18. Program will ensure that all staff attend the City of Seattle training series on working with prostituted youth.
19. Program will ensure that staff working with prostituted youth will attend at least 40 hours of training on working with prostituted youth **before** working with this group of youth. The in-house training program will be developed and provided by the successful applicant in conjunction with the oversight group (see #23) convened by the City of Seattle using awarded funds.
20. Program is housed in an existing facility with the capacity to operate this residential recovery program.
21. Facility security is, as much as possible, at the level of a domestic violence confidential shelter; the nature of the facility will be kept confidential from all but those who need to know.

22. Program staff are experienced in working with high risk run away youth and the Program Director has extensive experience or knowledge working with CSEC.
23. Program agrees to participate in a program oversight group convened by the City of Seattle, Human Services Department, which will include representatives from the King County Department of Community and Human Services and the King County Juvenile court. The group will develop the policies and procedures for the project, and will serve as a sounding board, trouble shooting body, and will review evaluation data; the group will likely make recommendations for project revisions during the term of the project.
24. The agency shall comply with the King County MIDD Evaluation Plan and the MIDD Data Dictionary. The agency shall submit the MIDD standard data set electronically to the King County Department of Community and Human Services, Mental Health, Chemical Abuse Drug Dependency Services Division (MHCADSD) via a secure file server using a spreadsheet format provided by the County or via the MHCADSD Management Information System. The MIDD standard data set consists of individual client records with person-specific identifiers (e.g., name, date-of-birth, SSN), demographic information (e.g., race, language, military status), service information (e.g., number of contacts, hours, service milestones) and outcomes specific to the program for all individuals served.
 - o The agency will work with the MIDD evaluation team to identify the program-specific data elements and to determine data transmission methods which will be detailed in the MIDD Data Dictionary.
 - o Data are due 15 calendar days after the end of the month for which data is being reported. Data shall be complete and accurate. The City of Seattle and MHCADSD will review each data submission and notify the agency of any needed corrective action. Data shall be corrected and resubmitted within 14 calendar days of notification.
25. MIDD and SIVF funding covers the annual cost for providing the following (includes salary, benefits and some operations and maintenance costs for staff). Positions may be negotiated. :
 - 1.0 Program Director
 - 0.5 Intake and Referral Coordinator
 - 1.5 Licensed Social Worker (Case Managers)
 - 1.0 Life Skills Coordinator
 - 2.0 Youth Counselors
 - 1.0 Mental Health Professional
 - 1.0 Chemical Dependency Professional
 - 0.2 Data Manager
 - Psychiatric consultation
 - \$40K for one time only security enhancements
 - \$7K per year for two years for program staff training

Proposal Format, Required Proposal Content, Review and Selection Process, and Rating Criteria

Proposal Format:

Proposals should address how the agency, or formal partnership of agencies, will address both service areas:
a) emergency shelter for homeless youth, and b) residential recovery program for prostituted youth.

Proposals should not exceed fifteen (15) pages (8 ½ x 11), single spaced, single-sided, typed or word processed, size 12 font, with 1 inch margins. The 15 page limitation applies to the General Questions Section, the Program Specific Questions and all of Table 2. It does not apply to Table 1 or the budget pages. In addition to the 15-page narrative, please include TWO proposed budgets (see Budget Worksheets, Attachment #2):

- a) Emergency Shelter budget, totaling \$100,000 for one year; and
- b) Residential Recovery Program for Youth Involved in Prostitution budget, totaling \$503,500 for one year.

PROPOSAL SUBMISSION

All proposals are due to the City of Seattle, Human Services Department. Proposals that are not received by 5:00pm on August 7, 2009 will **NOT** be eligible for consideration. Responses that do not follow the required format will be deemed unresponsive and will not be rated.

Proposals and accompanying documents may be submitted electronically via HSD's Online Submission system accessed at <http://www.seattle.gov/humanservices/funding/>.

Alternately, an original of the proposal packet can be hand-delivered or mailed to the address below:

Seattle Human Services Department
RFI RESPONSE – Domestic Violence Community Advocacy, Shelter, and Housing Programs
Attention: Melissa Fisher
Seattle Municipal Tower
700 5th Avenue, Suite 5800
PO Box 34215
Seattle, WA 98124-4215

Faxed and Emailed packets will NOT be accepted.

Directions to City of Seattle HSD on Attachment #3.

	PROPOSAL SUBMISSION CHECKLIST
	Table 1, Screening Questions, not part of 15 page narrative limit.
	1 Application Form (Attachment #1)
	2 Budget Forms and 2 Personnel Detail Forms (Attachment #2), not part of the 15 page narrative limit.
	Proposal Narrative – MAXIMUM Fifteen (15) pages, including Table 2.

SCREENING QUESTIONS: Include this page as an attachment in your proposal.

You should be able to answer yes to each question; if no, please provide an explanation. Please check each item yes or no. Either double-click the box with your mouse to check, or use a pen.

Table 1, Screening Questions		
YES	NO	Residential Recovery Services for Youth Involved In Prostitution
☐	☐	Program agrees to work with staff of the Harborview Center for Sexual Assault and Traumatic Stress for the provision of evidence based trauma impact assessment for youth referred to the program.
☐	☐	Program will ensure that all staff attend the City of Seattle training series on working with prostituted youth.
☐	☐	Program will ensure that staff working with prostituted youth will attend at least 40 hours of training on working with prostituted youth before working with this group of youth. The in-house training program will be developed and provided using awarded funds.
☐	☐	Program agrees to participate in a program oversight group convened by the City of Seattle, Human Services Department, which will include representatives from the King County Department of Community and Human Services and the King County Juvenile court. The group will develop the policies and procedures for the project, and will serve as a sounding board, trouble shooting body, and will review evaluation data; the group will make recommendations for project revisions during the term of the project.
☐	☐	Program agrees to comply with the King County MIDD Evaluation Plan and the MIDD Data Dictionary. The agency shall submit the MIDD standard data set electronically to the King County Department of Community and Human Services, Mental Health, Chemical Abuse Drug Dependency Services Division via a secure file server using a spreadsheet format provided by the County or via the MHCADSD Management Information System. The MIDD standard data set consists of individual client records with person-specific identifiers (e.g., name, date-of-birth, SSN), demographic information (e.g., race, language, military status), service information (e.g., number of contacts, hours, service milestones) and outcomes specific to the program for all individuals served.
☐	☐	The agency agrees to work with the MIDD evaluation team to identify the program-specific data elements and to determine data transmission methods which will be detailed in the MIDD Data Dictionary.
☐	☐	The agency agrees to submit data on the 15 calendar days after the end of the month for which data is being reported. Data requiring correction shall be corrected and resubmitted within 14 calendar days of notification.

Required Proposal Content: Please answer the following questions.

General questions (25 points):

1. Describe how you (as one agency, or as a formal partnership of agencies) will implement both an emergency shelter for homeless youth and a residential recovery program for prostituted youth.
2. A goal of this project is to use existing capacity and infrastructure to build a continuum of care for homeless youth and prostituted youth. What is your current infrastructure and/or capacity to provide the following:

Street Outreach	Emergency Shelter
Detention Outreach	Transitional Group Home
Drop-In Services	Transitional Housing for age 18-24
Aftercare Services	Other Housing Services
Case Management	Mental Health Services
Substance Abuse Services	Referral and Linkage
3. What strengths does your agency, or partnership of agencies, bring to this project: geographic location(s), experience, and other funding support, for example? What makes your agency or partnership of agencies most capable of meeting the needs of these populations?
4. What gaps or challenges does your agency, or partnership of agencies, have in developing this project? What needed services will your agency or partnership not be able to provide? How would you address this?

Program Specific Questions

Emergency Shelter for Homeless Youth (20 points, +5 points for Budget)

1. Describe the facility where this program will be provided and how it supports the goals of this project:
 - a. Include the current use and number of beds and
 - b. Proposed facility modifications to achieve the number of beds and/or other program requirements.
2. What services, within your current capacity, can you provide on-site without additional funding support?
3. Describe how you will implement the above-listed core components (see general questions #2). If your proposal is from a partnership of agencies, be specific about which agency will provide each service.
4. Are there additional collaborations or key partnerships you'll bring to this program?

Residential Recovery Services for Youth Involved in Prostitution (55 points, including Table 2, + 5 points for Budget)

1. Describe your agency's mission and experience providing services for runaway youth and commercially sexually exploited children (CSEC).
2. Describe your agency's experience with screening, assessment and providing mental health and chemical dependency treatment for runaway youth and CSEC . Describe your agency's experience with administering the GAIN.
3. Describe the facility where this program will be provided. What is it currently used for? Why/how is it available? How many beds will be available for this program? Will it be able to serve only prostituted (primarily female) youth?
4. Describe how prostituted (primarily female) youth will be identified and referred into the program. Specify referral sources.
5. Describe how prostituted (primarily female) youth will be engaged into the residential recovery program and related specialized services.
6. Describe how juvenile justice involved youth will be prioritized for this program.
7. What services/staffing, within your current capacity and for the two year duration of the project, could you provide on-site without additional funding support?
8. Describe your staffing plan for this program; specify roles, responsibilities and position and/or person responsible. Specify the Project Director, Mental Health Professional, Chemical Dependency Professional and other key staff, if not identified, include a hiring plan. Describe how you will ensure professional staff coverage in accordance with licensing and certification standards, 24 hours a day/7 days a week.
9. Describe the intake, screening, assessment and admission process that you will use for youth seeking admission into the program.
10. Are there additional collaborations or key partnerships you'll bring to this program?
11. This project is intended to serve primarily females. Describe how you would be able to also serve prostituted male youth and prostituted LGBTQ youth?

In Table 2 (below), describe how you will implement the following core components. If your proposal is from a partnership of agencies, be specific about which agency will provide each service. Short answers are encouraged.

Table 2: THIS TABLE PERTAINS TO THE RESIDENTIAL RECOVERY PROGRAM ONLY (not the Enhanced Shelter). Please include with your proposal. The numbers correspond to the list on pages 4-6. Double-click the box with your mouse to check, or use a pen.

Yes	No	Requirement	Please explain. Expand each box as needed for each brief answer.
☐	☐	3. Program has 6+ existing transitional housing beds that can be used to serve prostituted youth; non-prostituted youth cannot be housed in the same program/facility as prostituted youth.	
☐	☐	4. Program will provide residential recovery services for 25 to 30 female youth per year.	
☐	☐	5. Program will have a therapeutic philosophy that views and treats CSEC as vulnerable youth who have been exploited by others (victims) and who are in need of interventions, care, nurturing and assistance to heal from the trauma in their lives, and to regain, to the extent possible, through fun and age-appropriate programs, their childhood.	
☐	☐	6. Program will hold all licenses and certifications required in Washington State to provide mental health and substance abuse treatment services to youth in a residential setting (per WAC 388-148 or WAC 246-337). Include evidence of license as an attachment (does not count toward your 15 page application total).	
☐	☐	6. Program staff-to-youth ratios will, at a minimum, adhere to and ideally improve upon on those required in the state WACs, and staff coverage will be provided 24 hours per day, 7 days per week.	
☐	☐	9. Program staff will provide GAIN assessments.	
☐	☐	12. For youth found to be a good match for the program, but in need of inpatient detoxification, program staff will assist the youth to obtain inpatient treatment and then will make an effort to make a bed available for them once they are released from detox and	

		can safely enter the program.	
Table 2, continued			
☐	☐	13. Program staff will ensure that all requirements regarding parental/guardian notification and consent for placement are followed.	
☐	☐	15. Program will provide on-site mental health and chemical dependency treatment using evidence-based treatment services provided by a licensed Mental Health Professional employed by a licensed community support provider(s) (WAC 388-865-0400) and a licensed Chemical Dependency Professional employed by a certified chemical dependency service provider(s) (WAC 388-805-015). Include evidence of license and certification as an attachment (does not count toward your 15 page application total).	
☐	☐	16. Program will provide other supportive services including intensive case management, therapeutic activities, life skills, education assistance, employment assistance, and other resources (either provided internally, or through formal partnerships) for those in the program.	
☐	☐	17. Program will provide aftercare services and on-going case management to prevent recidivism for 25 youth who have completed or aged out of the program.	
☐	☐	21. Facility security is, as much as possible, at the level of a domestic violence confidential shelter; the nature of the facility will be kept confidential from all but those who need to know.	
☐	☐	22. Program staff are experienced in working with high risk run away youth and the Program Director has extensive experience working with or knowledge of CSEC.	

RATING PROCESS

Each section is worth the following points:

25 points	General Questions
20 points	Emergency Shelter for Homeless Youth Questions
55 points	Residential Recovery Services for Youth Involved in Prostitution Questions (including Table 2)
5 points	Budget & Personnel Detail, Emergency Shelter
5 points	Budget & Personnel Detail, Residential Recovery Services
110 points	TOTAL

Points will be awarded based on an objective review of application materials. Responses that most thoroughly yet succinctly address each question and the core components and demonstrate the ability of the agency(s) to deliver the desired criteria will score the highest points.

SELECTION PROCESS

A Review Panel will review and rate each proposal. The Review Panel will include representatives from: United Way of King County; City of Seattle Human Services Department; King County, Department of Community and Human Services, Mental Health, Chemical Abuse and Dependency Services Division MIDD Project staff, and other key stakeholders from the community.

Top-scoring RFP Applicants will be invited to advance to the next stage of the application process, which will include at least one interview and one site visit.

This RFP process is competitive. All interested parties must submit a proposal to be considered for funding. The program contact person listed on your completed Application Form (Attachment #1) may be contacted by phone, e-mail, or mail to clarify proposal contents. The rating panel will make recommendations for agencies to advance in the application process based on proposal scores.

HSD and United Way reserve the right to make an award without further discussion of the proposal submitted. If the proposal is selected for funding, proposers should be prepared to accept the terms they proposed for incorporation into a contract resulting from this RFP, **OR** to negotiate the terms of the proposal to determine the terms of the contract for this pilot program, which is a part of an extensive, on-going community planning process.

The City and United Way also reserves all rights not expressly stated in the RFP, including awarding partial funding and negotiating with any proposer regarding the funding amount and other terms of any contract resulting from this RFP.

Agencies interested in receiving individual feedback on their proposal may do so by contacting the RFP contact person one month after the conclusion of this process.

Proposals submitted for this RFP become matters of public record and after completion of the selection process can be disclosed under Washington State Public Disclosure Laws.

Proposer Appeals Process

A proposer is any legal entity that has responded to a formal process (Request for Investments, Request for Qualifications, bid requests, notice of funding availability or similar process) conducted by the Human Services Department in soliciting applications for the provision of defined services.

1. The Human Services Department (HSD) and United Way will notify all proposers in writing of the acceptance or rejection of the proposal, and, if appropriate, the level of funding to be allocated.
2. Within ten (10) working days from the date of the written notification, the proposer may submit a written appeal to the Director of HSD and the Director of United Way of King County. The basis for the appeal must address one or more of the following criteria:
 - Violation of policies or guidelines established in the RFP
 - Failure to adhere to published criteria and/or procedures
3. The HSD and United Way Directors will review the written appeal and may request additional oral or written information from the appellant organization. A written decision will be made within ten (10) working days of the receipt of the appeal. The HSD and United Way Directors' decision is final.
4. If an appeal is filed, no new contracts resulting from the solicitation may be finalized until the appeal process is completed or the appeal is resolved. An appeal may not prevent HSD and United Way from issuing an interim contract for services to meet critical client needs.

Seattle Human Services Department / United Way of King County
2009 RFP: Enhanced Shelter Services for Homeless Youth and Residential Recovery Program for
Youth Involved in Prostitution

APPLICATION FORM

If you are submitting a proposal as part of a partnership,
a Lead Agency should be designated to complete this application form.

AGENCY INFORMATION

Agency _____
Mailing Address _____
Zip Code _____ **Phone** _____
Agency Director _____ **E-mail** _____
Contact Person _____
Phone Number _____ **Email** _____
Legal Status

- ☐ Incorporated as a private non-profit corporation in the State of Washington and has been granted 501(c)(3) tax-exempt status by the United States Internal Revenue Service;
 IRS Employer Identification Number (EIN): _____
- ☐ A public corporation, commission, or authority established pursuant to WA State law.

PROGRAM INFORMATION

Program Title:

Address of Program Location:

(If your physical location is confidential, indicate so and provide a mailing address. HSD staff may request to visit the physical location for verification that it is within Seattle city limits.)

Total requested amount?

Date of last audit?

Are you able to cover costs in advance of reimbursement?

I understand the terms and conditions of the RFP and agree to meet City of Seattle, United Way, and King County requirements if a contract award is made. All information provided in this Packet is true and accurate to the best of my knowledge. Information shall be valid until at least December 31, 2009.

Signed

Date

 (Agency Director or Board Chair)

United Way of King County

Enhanced Emergency Shelter Program Proposed Budget: \$100,000 Available

Contractor Name:		Project/Program:	
Person Completing Form:		Phone Number:	

ITEM	Amount by Fund Source				Total Project
	UWKC	Other	Other	Other	
1000 - PERSONNEL SERVICES					
1110 Salaries – Full- & Part-Time					
1300 Fringe Benefits					
SUBTOTAL – PERSONNEL SERVICES					
2000 - SUPPLIES					
2100 Office Supplies					
2200 Operating Supplies ²					
2300 Repairs & Maintenance Supplies					
SUBTOTAL – SUPPLIES					
3000 - 4000 OTHER SERVICES & CHARGES					
3100 Expert & Consultant Services					
3140 Contractual Employment					
3150 Data Processing					
3190 Other Professional Services ³					
3210 Telephone					
3220 Postage					
3300 Automobile Expense					
3310 Convention & Travel					
3400 Advertising					
3500 Printing & Duplicating					
3600 Insurance					
3700 Public Utility Services					
3800 Repairs & Maintenance					
3900 Rentals – Buildings					
Rentals – Equipment					
4210 Education Expense					
4290 Other Miscellaneous Expenses ⁴					
4999 Administrative Costs/Indirect Costs ⁵					
SUBTOTAL – OTHER SERVICES & CHARGES					
TOTAL EXPENDITURES					

¹ Identify specific funding sources included under “Other” above:

	\$
	\$

² Operating Supplies - Itemize below (Do Not Include Office Supplies):

	\$
TOTAL	\$

³ Other Professional Services - Itemize below:

	\$
	\$

⁴ Other Miscellaneous Expenses - Itemize below:

	\$
TOTAL	\$

⁵ Indirect may be charged to General Fund funds only by those agencies having an indirect cost rate approved by and on file with the City. **The approved indirect rate for your agency is _____ %.**

**United Way of King County
Enhanced Emergency Shelter Program
Proposed Personnel Detail**

Contractor Name:		Project/Program Name:	
Person Completing Form:		Phone Number:	

Full-Time Equivalent (FTE) = ____/week

				Fund Sources				
Position Title	Hourly Rate	FTEs	Number of Hours					Total Program
Subtotal – Salaries & Wages								

Personnel Benefits:	FICA					
	Pensions/Retirement					
	Industrial Insurance					
	Health/Dental					
	Unemployment Compensation					
Subtotal – Personnel Benefits						
Total Personnel Costs (Salaries & Benefits)						

City of Seattle
Residential Recovery Program for Youth Involved in Prostitution Proposed Budget: \$503,500 Available

Contractor Name:		Project/Program:	
Person Completing Form:		Phone Number:	

ITEM	Amount by Fund Source				Total Project
	City of Seattle	Other	Other	Other	
1000 - PERSONNEL SERVICES					
1110 Salaries – Full- & Part-Time					
1300 Fringe Benefits					
SUBTOTAL – PERSONNEL SERVICES					
2000 - SUPPLIES					
2100 Office Supplies					
2200 Operating Supplies ²					
2300 Repairs & Maintenance Supplies					
SUBTOTAL – SUPPLIES					
3000 - 4000 OTHER SERVICES & CHARGES					
3100 Expert & Consultant Services					
3140 Contractual Employment					
3150 Data Processing					
3190 Other Professional Services ³					
3210 Telephone					
3220 Postage					
3300 Automobile Expense					
3310 Convention & Travel					
3400 Advertising					
3500 Printing & Duplicating					
3600 Insurance					
3700 Public Utility Services					
3800 Repairs & Maintenance					
3900 Rentals – Buildings					
Rentals – Equipment					
4210 Education Expense					
4290 Other Miscellaneous Expenses ⁴					
4999 Administrative Costs/Indirect Costs ⁵					
SUBTOTAL – OTHER SERVICES & CHARGES					
TOTAL EXPENDITURES					

¹ Identify specific funding sources included under "Other" above:

	\$
	\$

² Operating Supplies - Itemize below (Do Not Include Office Supplies):

	\$
TOTAL	\$

³ Other Professional Services - Itemize below:

	\$
	\$

⁴ Other Miscellaneous Expenses - Itemize below:

	\$
TOTAL	\$

⁵ Indirect may be charged to General Fund funds only by those agencies having an indirect cost rate approved by and on file with the City. **The approved indirect rate for your agency is _____ %.**

City of Seattle
Residential Recovery Program for Youth Involved in Prostitution Proposed Personnel Detail

Contractor Name:		Project/Program Name:	
Person Completing Form:		Phone Number:	

Full-Time Equivalent (FTE) = ____/week

				Fund Sources				
Position Title	Hourly Rate	FTEs	Number of Hours					Total Program
Subtotal – Salaries & Wages								

Personnel Benefits:	FICA					
	Pensions/Retirement					
	Industrial Insurance					
	Health/Dental					
	Unemployment Compensation					
Subtotal – Personnel Benefits						
Total Personnel Costs (Salaries & Benefits)						

CITY OF SEATTLE
HUMAN SERVICES DEPARTMENT
DIRECTIONS

Our offices are located in the Seattle Municipal Tower (pictured on the right) at:

700 5th Ave (5th & Columbia)
 58th Floor
 Seattle, WA 98104

Use the building's primary entrance on the 5th & Columbia side. Upon entering, you will see Starbucks on the left. There are four banks of elevators on to the right of Starbucks. Go to the first bank which is labeled for floors 40-61. Enter these "express" elevators which will take you to the 40th floor. Upon reaching the 40th floor, you will need to transfer to additional elevators that go to floors 52-61. Just turn left out of the elevators and follow the signs.

Our building is easily accessible by bus or car. For information on bus routes that service the downtown Seattle area, visit <http://transit.metrokc.gov>. If you are driving:

From driving north on I-5:

- Take the Madison Street exit.
- Turn left on Madison to Fifth Avenue.
- Go one block and turn left onto Marion.
- Then, turn right onto Sixth Avenue.
- Enter Seattle Municipal Tower Garage off of Sixth Avenue, immediately past Columbia Street.

From driving south on I-5:

- Take the James/ Columbia Street exit.
- Enter Seattle Municipal Tower Garage off of Sixth Avenue, immediately past Columbia Street.

