



City of Bellevue

REQUEST FOR PROPOSALS

HOUSING STABILITY PROGRAM: FUNDING FOR BEHAVIORAL HEALTH AND HOUSING-RELATED SERVICES

SOURCE OF FUNDING

In 2020, Bellevue City Council passed a resolution imposing an additional sales and use tax of one-tenth of one percent for housing and related services as authorized by Revised Code of Washington (RCW) 82.14.530. A portion of the monies collected may be used for the operation, delivery, or evaluation of (1) behavioral health treatment programs and services, and (2) housing-related services.

GOAL STATEMENT

The City of Bellevue strives to prevent and address housing instability and homelessness through funding programs and services that provide behavioral health services and supportive housing services. Stable housing supports healthy outcomes and enhances the quality of life for underserved individuals and households in Bellevue. This funding can support the different needs that impact individuals and that households may require to obtain and maintain stable housing or keep individuals and households from becoming homeless.

EQUITY STATEMENT

Critical to addressing this goal is ensuring behavioral health services and housing-supportive services are provided through culturally specific and equitable programs. An emphasis on elevating the voices and experiences and prioritizing applications/services to specific communities will ensure these efforts support Bellevue's diverse populations, many of whom have been disproportionately impacted and historically underserved, including people of color, the LGBTQ population, people with disabilities, older adults, and youth. Culturally specific services consider the relevant norms, values, and expectations of that community with a goal to enhance access to resources, services, and safety for those communities. As part of providing equitable and culturally specific services, it is critical that organizations contracted to provide these services and programs continue to proactively evaluate their eligibility and programming to reduce barriers for our most marginalized populations and consequently, enhance access of this funding to serve our historically underserved communities.

AVAILABLE FUNDING AND CONTRACTS

The City anticipates approximately \$1,500,000 will be available to fund approved proposals for this RFP in 2023 and in 2024. Programs awarded funds through this open competitive application process will enter into two-year (2023-2024) contracts with the City. Funding is

contingent upon taxes collected and award amounts may be reduced if revenue is less than anticipated. Funding for year two is also contingent on satisfactory contract performance in year one. **Funding requests of less than \$5,000 will not be considered.**

SCHEDULE

Issuance of Request for Proposal	Tuesday, August 16, 2022
Proposal Due	Monday, September 26, 2022, at 4:30 p.m. Pacific Time
Human Services Commission makes funding recommendations following a public hearing	Tuesday, October 4 ⁸ , 2022, at 6:00 p.m.
Funding recommendations presented to City Council. Council votes on final funding awards.	Fall 2022
Contract awardees announced	Fall 2022
Scopes of Work Finalized and Contracts Executed	December 2022
Contract Start Date	January 1, 2023

THE APPLICATION

The City of Bellevue is seeking proposals from community organizations serving Bellevue residents in the funding areas described below.

Individual applications must be submitted for each funding area (behavioral health services and supportive housing services).

All applications submitted **must** include:

1. Completed application form using the provided template
2. A budget using the provided template
3. The organization's required financial documents as specified in the attached "Bellevue Financial Requirements" such as the most recent financial audit, proof of registration as a Washington State Charitable Organization, or a 990 completed by a certified public accountant or other professional who normally prepares such forms in the course of their business, as applicable.

Completed applications must be emailed to Leslie R. Miller at lrMiller@bellevuewa.gov by Monday, September 26, 2022, at 4:30 PM. Late applications will not be accepted.

FUNDING AREAS

Behavioral Health Services

- Same-day mental health and substance use disorder assessments and treatment

- Medically assisted treatments for substance use disorders
- Culturally specific behavioral health services designed to meet historically underserved populations' needs
- Services co-located at facilities and/or housing properties

Supportive Services Co-Located at Facilities and/or Housing Properties

- Case management that helps an individual and/or family achieve housing stability
- Employment services

FUNDING REQUIREMENTS

To be considered for funding, organizations must comply with the following requirements:

1. Meet minimum insurance requirements:
 - General Liability: \$1 million/occurrence; \$2 million/annual aggregate.
 - Automobile: \$1 million/accident.
 - Stop Gap/Employer's Liability: \$1 million/accident.
 - Worker's Compensation as required by the State of Washington.
2. Provide documentation following the Financial Requirements Guidelines for your organization (see attached)
3. Be willing and able to accept reimbursement for funds.
4. Regularly track and submit required reports regarding services and demographics.
5. Have implemented a non-discrimination policy that would apply to all services funded by the City.
6. Organizations who are funded must agree to provide services without asking for social security cards/numbers or other resident status documentation.
7. Organizations must be able to create promotional material in multiple languages and provide translated documents and interpretation services as requested or needed.
8. Organizations will adhere to the parameters for the usage of these funds pursuant to [R.C.W. 82.14.530](#).

ELIGIBLE HOUSEHOLDS

Clients receiving these services must self-certify the following with the providing organization:

- Clients must reside in Bellevue, unless they are experiencing homelessness
- Must fit one of these two categories:
 - At risk of housing instability and/or homelessness; or
 - Experiencing housing instability and/or homelessness

APPLICATION REVIEW PROCESS

Applications will be reviewed by the Bellevue Human Services Commission, a seven-member group of volunteer Bellevue residents appointed by the City Council to guide human services policy and make funding recommendations for the City. The Commission will review applications and formulate its recommendations to the City Council on October 4, 2022.

FURTHER CONSIDERATIONS

These factors will also be considered when reviewing applications:

- **Contract performance.** Contract performance for any previously or currently funded

programs, including timely reporting and use of funds, meeting or exceeding contract goals and demonstrating the effectiveness of services through measurable outcome results. The use of evidence-based practices is also encouraged.

- **Variety of funding sources.** Applicants are encouraged to demonstrate the variety of funding sources used to support their programs.
- **Diversity and Cultural Humility.** The City Council's Vision Statement states that "Bellevue welcomes the world. Diversity is our strength." Bellevue values all forms of diversity, including race, language, ethnicity, gender, sexual orientation, ability, and age. Applicants are encouraged to highlight their cultural responsiveness and cultural humility in these areas.
- **Partnerships and Collaborations.** Programs that demonstrate substantive partnerships with programs within or outside the organization (e.g., with public or private organizations, faith communities, etc.).

APPLICATION ASSISTANCE

Assistance for Questions About the Application

Bellevue staff is available to answer questions related to the application process. Organizations are strongly encouraged to contact staff before applying for programs not previously funded by Bellevue.

Staff Contact Information: For assistance, contact Leslie R. Miller at lrMiller@bellevuewa.gov.

Grant Writing Support and Consulting

Grant writing support will be offered by human services staff to organizations that serve historically underserved communities. Staff can provide limited consultation by explaining the RFP and framing of the application and to give feedback and editing advice on a draft proposal.

APPENDICES

- A. Definitions of services covered under the RFP
- B. City of Bellevue Financial Requirements for Agencies Applying for Human Services Grants

Appendices

Appendix A: Definitions of services covered under the RFP

Behavioral Health Services

Behavioral health services: The promotion of mental health, resilience, and wellbeing; the treatment of mental and substance use disorders; and the support of those who experience and/or are in recovery from these conditions, along with their families and communities.

Same day mental health and substance use disorder assessments and treatments:

An engagement strategy whereby organizations offer assessments on the same day they are requested by the consumer, without a scheduling delay or waitlist. This results in quicker access for the consumer and an eradication of consumer no shows for assessments.

Medically assisted treatments: The combined use of medication, counseling, and behavioral health therapies for the treatment of substance use disorders.

Substance use disorder/chemical dependency treatment services: Screening, diagnosis, and treatment services for substance use disorders (e.g., disordered use of alcohol, tobacco, prescription, and other drugs). At a minimum, these services include: age-appropriate harm/risk reduction and age-appropriate counseling to address identified risk factors, support abstinence, and/or decrease negative consequences of substance use disorder; detoxification to manage withdrawal symptoms associated with substance use disorder; and treatment/rehabilitation, to include individual and/or group treatment, counseling, and case management.

Culturally specific behavioral health services for historically underserved

populations: Services provided by members of historically underserved populations who consider the relevant norms, values, and expectations of that community with a goal to enhance access to resources, services, and safety for those communities. Historically underserved populations relative to this RFP include people of color, LGBTQ population, people with disabilities, older adults, and youth.

Services co-located at facilities and/or housing properties: Behavioral health or case management services provided onsite at an existing housing program, including shelters, transitional housing, affordable housing, and supportive housing.

Supportive Services

Case management services provided at client shelter or housing location: On-site trauma informed, client-centered services that connect clients to supportive services that enhance the individual or family's overall housing stability. Case management can support an individual in accessing supportive services that can include mental health and substance use, housing navigation, positive cultural identity programs, healthcare, state financial assistance and food programs, etc. Key activities in providing case management include (1) assessment of the client's needs and current support systems (2) development of a comprehensive, individualized service plan (3) coordination of services to implement plan (4) monitoring client's

progress (5) periodic check-ins and re-evaluation of the plan and connection to services as necessary.

Employment services at client's shelter or housing location: On-site case management/employment navigation focused on services that help an individual obtain or maintain employment; resume building, interview workshops/skills, support applying for jobs, job coaching, etc.

**Appendix B
City of Bellevue Financial Requirements
for Agencies Applying for Human Services Contracts**

Nonprofit Guidelines and Requirements

Agencies that are not required to register at the state as a charitable organization or as a federal 501(c)3:

- Organization raised less than \$50,000 from the public, in the most recent accounting year and all the activities, including fundraising, were carried out by persons who were unpaid for their services
- Entitled to receive tax exempt status from the IRS such as a church
 - These agencies must provide completed financial statements for the last completed fiscal year, including a final Profit and Loss Statement and a Balance Sheet

If your organization does not have a 501(c)3, here are the financial documentation requirements:

Budget:

One million dollars or less in annual gross revenue averaged over the three preceding, completed accounting years:

- Must meet financial reporting requirements specified in RCW 19.09.075
- Provide proof of current registration as a Washington State Charitable Organization

More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide proof of current registration as a Washington State Charitable Organization
- Provide **one** of the following:
 - a 990 completed by a certified public accountant or other professional who normally prepares such forms in the course of their business
 - an audited financial statement prepared by an independent certified public accountant for the preceding accounting year

More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years

- Provide proof of current registration as a Washington State Charitable Organization
- Provide an audited financial statement prepared by an independent certified public accountant for the preceding accounting year

If your organization has a 501c3, here are the financial documentation requirements:

Budget:

\$50k or less in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide 990-N completed for preceding accounting year

\$50,001-\$1m in annual gross revenue averaged over the three preceding, completed accounting years

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide the federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business

More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide ***one*** of the following:
 - The federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business;
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years

- Provide proof of current registration as a Washington State Charitable Organization
- Provide proof of 501(c)3
- Provide ***both*** of the following:
 - The federal financial reporting form (990, 990PF, 990EZ, 990T) the organization normally files with the IRS which must be prepared by a certified public accountant or other professional who normally prepares such forms in the ordinary course of their business;
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

Requirements may be waived in certain circumstances. See WAC 434-120-107(2). Contact City staff for further questions.

For Profit Guidelines and Requirements:

The Human Services Commission may recommend the allocation of Human Service Funds to a For Profit entity to provide human services in the following circumstances:

- A gap in a specific human service has been identified in the community
- There is not a sufficient level of service in the non-profit sector to meet the demand
- For profits will be considered for funding as a last resort

For Profit Entity Financial Documentation Requirements

\$1-\$1m in annual gross revenue averaged over the three preceding, completed accounting years

- City Business License
- W-9
- Copy of current tax documents filed

More than one million dollars and up to three million dollars in annual gross revenue averaged over the three preceding, completed accounting years:

- City Business License
- W-9
- Provide **one** of the following:
 - Copy of current tax documents filed
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

More than three million dollars in annual gross revenue averaged over the three preceding, completed accounting years

- City Business License
- W-9
- Provide **both** of the following:
 - Copy of current tax documents filed
 - An audited financial statement prepared by an independent certified public accountant for the preceding accounting year.

References:

<https://app.leg.wa.gov/RCW/default.aspx?cite=19.09.541>

<https://www.irs.gov/charities-non-profits/annual-exempt-organization-return-who-must-file>