



Request for Qualifications: Diversion Flexible Financial Assistance Fund for Families

Building Changes & All Home requests qualifications from non-profit organizations, to administer a flexible financial assistance fund available to providers engaging in Diversion conversations with families experiencing homelessness.

Context:

Building Changes awarded funding to King County to strengthen Diversion knowledge, approaches and access for all families experiencing homelessness in King County. Diversion is a Housing First, person-centered, strengths-based approach to help individuals identify the choices and solutions to end their experience of homelessness with limited interaction with the crisis response system.

Diversion, which aligns with King County's Continuum of Care values, has been shown to be an effective and efficient approach for resolving homelessness of some families and advances racial equity commitments made by the system. This unique approach engages families early in their homeless crisis. A staff member trained in the techniques of Diversion initiates an exploratory conversation to brainstorm practical solutions for families to resolve their homelessness quickly and safely. Staff helps the families see beyond their current crisis by encouraging them to generate creative ideas and identify realistic options for safe housing that are based on their own available resources rather than those of the homeless response system. The goal is for families to become housed right away, ideally within 30 days.

Continuum of Care (All Home) Racial Equity Commitment Statement:

The All Home Strategic Plan commits to reducing racial disparities of those experiencing homelessness. Nearly two thirds of people experiencing homelessness are people and families of color. Institutional and systemic racism contributes to the oppression of people of color, creating inequity, poverty and in some cases, homelessness. Success in reducing racial disparities and creating effective systems both for a dignified emergency response and housing, will require bold action and shared accountability. This commitment will include the proactive reinforcement of policies, practices, attitudes and actions to produce equitable power, access, opportunities, treatment, impacts, and outcomes for all.

Project Goal:

To support Diversion as a critical pillar of the crisis response system, the flexible financial assistance fund will be available to all service providers conducting Diversion conversations that result in the need of financial assistance to be successfully connected to a safe and stable housing alternative for families with children and individuals.

Project Description:

Currently, Diversion conversations occur mostly within certain agencies that have been funded to do this through City of Seattle and United Way of King County and King County funded projects. These agencies have been the only programs that can access flexible funds for diversion which limits access for families and individuals who are not connected with an agency with Diversion funding.

This project will provide flexible funds to any agency who is using the diversion approach with families and individuals. Access to the flexible fund will strengthen opportunities for more service providers to



start Diversion conversations and use the resources needed to connect people to permanent housing outcomes.

System-wide guidelines related to eligibility, reporting and funding guidelines will be established by All Home.

Responsibility of Administrator:

The Administrator of the Flexible Fund will have capacity to disburse funds to providers engaging in diversion conversations regardless of agency affiliation. The administrator should demonstrate flexibility and urgency in cutting checks and be able to provide funds within one (1) business day.

Monthly financial report: the administrator will provide a monthly financial report to All Home and Building Changes describing the use of funds and any trends in funding requests. The Flexible Fund Administrator will be solely responsible for disbursing and tracking funds.

Request:

Building Changes seeks one agency to administer the Flexible Financial Assistance Fund from December 1, 2018 through May 31, 2020.

Budget:

Funding for the Centralized Flexible Assistance Fund is expected to grow due to continued fund-raising efforts. Currently the fund is \$1,000,000 and we anticipate it may be as much as \$1,500,000. The agency who is selected through this RFQ will be able to accept private donations for the fund and will be able to manage a fund of varying size.

Allowable project costs include:

Staffing-up to 2 FTE positions related to accounting and/or management of the flexible fund. Staffing is capped at \$200,000.

Project Administration- capped at 15% of total award amount

Flexible fund – remaining amount after staffing and administrative costs are subtracted.

Timeline:

- October 1, 2018: RFQ re-issued
- October 15, 2018: Qualifications due by 4pm via e-mail to zachary.dewolf@allhomekc.org
- October 25, 2018: Selection(s) made, and all applicants notified
- December 1, 2018: Contract begins

Qualifications:

Please submit the following for consideration (limit responses to 4 pages):

1. Agency ability to meet stated goal and related experience/expertise in administering flexible funds. Please speak to agency capacity to administer the Centralized Flexible Assistance Fund that may continue to grow with additional investments.
2. Reasons the agency is interested in being flexible fund administrator in this project.
3. Please describe the agency's expected staffing needs to effectively administer the fund. Include the anticipated hiring timeline and outreach strategies used to ensure candidates reflect the community served.



4. Agency approaches to meet to the Continuum of Care (All Home) Racial Equity Commitment Statement.
5. How the agency will ensure allocated funds are tracked and used in accordance with the grant?
 - a. Examples of reporting and operational controls
6. Describe your agency's:
 - a. ability to provide monthly financial reports
 - b. policies around credit card, petty cash, etc.
 - c. ability to administer a growing fund and accept and account for private donations to the centralized fund

Relevant Reading:

- [Homeless to Housed in a Hurry: Extending the Use of Diversion to Help Families Exit Homelessness](#)

Questions? Contact zachary.dewolf@allhomekc.org