

Skyway \$5 Million Fund for Affordable Housing

Request for Proposals (RFP) Guidelines

RFP Release Date	January 19, 2022
RFP Due Date	By 1:00 p.m. PST on Monday, March 28, 2022
RFP Coordinator	Joanna Armstrong , Contracts Specialist DCHSContracts@kingcounty.gov
Maximum Award Amount	\$2.5 million per project
How to Apply	Submit proposal through ZoomGrants at: https://www.zoomgrants.com/zgf/Skyway5M Or via email to: DCHSContracts@kingcounty.gov

Please note: Glossary terms are capitalized and bolded the first time they appear in the document.

Submitting a Proposal

Proposals must be submitted no later than 1:00 p.m. PST on **Monday, March 28, 2022**. Applicants are responsible for regularly checking [ZoomGrants](#) for any updates, clarifications, or amendments to this RFP. If an applicant has any trouble submitting its proposal through ZoomGrants, please email your proposal to DCHSContracts@kingcounty.gov before the due date and time.

Introduction & Background

The purpose of this RFP is to invest \$5 million in support of Equitable, Community-Driven Affordable Housing Development located in the Skyway-West Hill (SWH) neighborhood.

King County and SWH residents are implementing strategies to decrease **Displacement** pressure and preserve and increase affordable housing options. Investing in new affordable housing development is a priority recommendation in the [Skyway-West Hill and North Highline Anti-Displacement Strategies Report](#) and in the [Draft Skyway Subarea Plan](#).

Building on years of community organizing, Skyway advocates worked with Councilmember Zahilay to successfully secure \$5 million in King County's 2021-22 Biennial Budget in the Housing and Community Development Fund for affordable housing in SWH. This funding represents the first County investment in affordable housing in SWH in more than a decade.

In addition to this funding, multiple anti-displacement and equitable community-driven development efforts are underway in SWH, including but not limited to: the disposition of Brooks Village (a site owned by King County), efforts to acquire a site for a new Skyway Community Center, and the acquisition of the U.S. Bank site for the Skyway Resource Center. Please note that the Skyway \$5 Million Fund for Affordable Housing RFP is not tied to any specific project and welcomes any applicants that meet the Minimum Requirements listed below.

To guide the development of this RFP, King County's Department of Community and Human Services (DCHS) worked closely with SWH residents over several months to determine the fund's uses and priorities. A Community Advisory Committee (CAC) composed of current and past SWH residents worked with DCHS to co-develop the RFP.

Primary Objectives for the Skyway \$5 Million Fund for Affordable Housing:

- Invest in new affordable housing in SWH for residents vulnerable to displacement and community members who have been displaced.
- Align new affordable housing investments with the [Skyway-West Hill and North Highline Anti-displacement Strategies Report](#) recommendations.
- Invest in equitable and community-driven development projects that build wealth and financial stability in historically underserved communities.
- Provide seed funding to community-driven, affordable housing projects in the early stages of development and support **Community Based Organizations (CBO)** conducting **Predevelopment and Acquisition**, and/or **Construction** activities.



Who Can Apply

DCHS welcomes proposals from applicants at any stage of their affordable housing project including projects that have not yet identified a site or obtained **Site Control**. However, an applicant must meet the minimum requirements listed below to be considered for an award under this RFP. Applicants are also encouraged to develop proposals that have the characteristics described under "Who Will Be Prioritized."

Minimum Requirements

To apply for this RFP, applicants must meet the following requirements:

1. **The applicant is a nonprofit organization that meets at least one of the following criteria:**

- a. CBO located in SWH;
 - b. CBO with a history of providing programs or services specifically designed to serve SWH residents; or
 - c. A nonprofit developer or organization working in partnership with a CBO located in SWH or with a history of providing programs or services specifically designed to serve SWH residents.
2. **The proposed project is an affordable housing Capital Project that includes income-restricted housing for the following income levels:**
- a. For affordable rental housing: units must serve households with incomes at or below 60 percent of King County’s **Area Median Income (AMI)**.
 - b. For affordable homeownership: units must serve households with incomes between 50-80 percent AMI.
 - c. [View King County’s 2021 AMI and rent levels as published by the US Department of Housing and Urban Development.](#)
3. **The location* of the proposed affordable housing project will be in the SWH area of King County.** [View a map of the eligible area.](#)
- *Applicants do not need to have a site identified or site control to be eligible to apply.*
4. **The applicant must have a record demonstrating organizational racial and social equity values.**

Who Will Be Prioritized

The Skyway \$5 Million Fund for Affordable Housing RFP will prioritize applicants who are best able to demonstrate a long-standing organizational commitment to **Equity** and social justice and deep accountability to communities most directly impacted by displacement, including but not limited to Black, Indigenous, and people of color (BIPOC), low-income households and families with children, immigrants and refugees, elders, and people with disabilities.

The following projects will be prioritized for funding:

1. Projects that align with the RFP Values as described in this RFP.
2. Projects in which a CBO is working with a values-driven developer and has a partnership agreement that clearly defines roles, ownership structure and ensures that the CBO has decision-making power.
3. Projects intending to serve households with incomes between 30-50 percent of AMI for affordable rental housing and 50-80 percent of AMI for affordable homeownership. Projects intending to reach lower levels of affordability within these AMI ranges may be prioritized.
4. Projects that will **Affirmatively Market** to current residents of SWH and community members who have a historical connection to the neighborhood.
5. Projects that plan to work with construction contractor/s who will employ women and BIPOC-owned businesses and people who live in the 98178 zip code.



Communications about the RFP

Questions or Feedback about the RFP

Questions or feedback about the RFP can be submitted through the “Contact Admin” tab in ZoomGrants, or by emailing the RFP Coordinator at DCHSContracts@kingcounty.gov. Questions or feedback should be submitted by the date and time indicated in the RFP timeline to ensure DCHS has enough time to respond. Answers will be posted as an RFP amendment on ZoomGrants so that all those interested in applying will have the same information.

Virtual Info Sessions for Live Questions & Answers

DCHS will host two virtual info sessions to provide potential applicants with information about the RFP and answer any questions. Use the links below to register for the info sessions:

Monday January 24, 2022

3:00 - 4:00 p.m.

<https://bit.ly/3pNqsjE>

Wednesday January 26, 2022

11:00 a.m. - 12:00 p.m.

<https://bit.ly/3pNqsjE>

DCHS will post a written list of questions and answers, and recordings from the sessions, on ZoomGrants as an RFP amendment. Applicants are responsible for checking ZoomGrants often for any posted amendments to this RFP.

Technical Difficulties

If applicants experience technical difficulties with ZoomGrants, please follow up with ZoomGrants customer service by emailing questions@zoomgrants.com. If applicants’ technical difficulties are not resolved by the due date, please email your proposal to the RFP Coordinator directly before the deadline to avoid a late submission. *Late proposals may be rejected.*

Communications on the RFP

The RFP Coordinator is the sole point of contact for DCHS on this RFP. All communication from applicants regarding this RFP must be through ZoomGrants, Communities Rise grant writing consultants as detailed below, or emailed to the RFP Coordinator as follows:

Joanna Armstrong, RFP Coordinator

DCHSContracts@kingcounty.gov

Communication on this RFP with anyone other than the RFP Coordinator, ZoomGrants, or Communities Rise as detailed in this RFP may disqualify the applicant.

All communications from DCHS on this RFP will come from the RFP Coordinator. Any other communication will be considered unofficial and non-binding on DCHS. Applicants should rely

only on written statements issued by the RFP Coordinator and posted to ZoomGrants or sent via email.

Language Access

If you need the RFP materials in a language other than English or would like to submit your proposal in a language other than English, please email the RFP Coordinator at DCHSContracts@kingcounty.gov with your request.

RFP Grant Writing Consultant Assistance

DCHS is partnering with [Communities Rise](https://communities-rise.org) to offer applicants at a minimum one hour of grant writing assistance on their proposal materials. Applicants will meet with experienced grant writing consultants familiar with capital project RFPs. This support is specifically for applicants that serve communities impacted by systemic oppression and do not have the internal capacity to hire a grant writer or have staff dedicated to grant writing. Consultants will NOT write or draft proposals or responses to RFP questions for applicants. Consultants can do the following:

- Review draft proposal materials and provide feedback and suggestions based on content, style, and clarity;
- Brainstorm ideas for answers or help frame a strong response;
- Assist with developing a **Project Budget** or other attachments; and
- Help navigate and explain the RFP and relay questions to DCHS.

To sign up for Grant Writing Consultant Assistance:

1. Complete the online intake form no later than **Monday March 14, 2022**:
<https://communities-rise.org/nonprofit-cbo-services/skyway-rfp-support/>
2. A representative from Communities Rise will contact you to schedule a meeting with a consultant matched to your organization. Please be responsive and communicate promptly about your scheduling availability.
3. Give yourself enough time to prepare your draft proposal materials before meeting with a Communities Rise consultant.
4. For more information about receiving assistance from Communities Rise, please contact grantwriting@communities-rise.org.



RFP Values

This RFP is intended for projects that align with the following values developed by the CAC:

Lead with Equity and Social Justice - DCHS and the CAC value efforts that honor the First Nations of the Pacific Northwest and BIPOC community members and will prioritize projects that are explicit about addressing systemic racism and the institutional barriers that exist for

communities of color and other underrepresented communities, including but not limited to LGBTQ+, immigrants and refugees, and people with disabilities.

Center Families, Elders, and Youth - DCHS and the CAC support efforts which are most likely to bring improvements to the lives of families, elders, and youth impacted by displacement and lack of opportunity. Affected communities deserve strong, accountable, accessible, transparent, and culturally appropriate solutions.

Uplift Projects that Support the Community's "Top Ten" Priorities – DCHS and the CAC respect the time and energy SWH residents have put into sharing their needs and priorities with King County. Affordable housing projects working to compliment, support, or address the priorities identified by SWH residents in the ["Community Top Ten Priorities" list](#) as described on [page 108](#) of the draft Skyway-West Hill Subarea Plan will be prioritized.

Community Empowerment – DCHS and the CAC believe in community power and self-determination and are committed to funding projects that are community-driven, build the SWH community's capacity and leadership, and demonstrate long-term investment in SWH.

Build Infrastructure for Community Development – DCHS and the CAC believe in investing in projects that are powered by community vision and are working for systems change. It takes a lot to get a development project from concept to completion, and DCHS, and the CAC want this fund to contribute to a stronger ecosystem for community-driven development in SWH by being an early investor in community-led solutions.

Community Benefit – DCHS and the CAC support projects working to maximize benefits to the residents of SWH. Projects that will employ people from the community, including opportunities for youth workforce development, are a priority.

Anti-Displacement Focused – DCHS and the CAC value projects creating affordable housing using an anti-displacement approach and will prioritize projects that affirmatively market to current SWH residents and those who have already been displaced from SWH.

Environmental Justice – SWH has long experienced exposure to toxic pollution, contamination, and environmental injustice. DCHS and the CAC value projects that will reduce environmental harm and create environmental improvements such as preserving and increasing trees and tree canopy, reducing emissions through green building techniques, and creating green spaces.



Fund Uses & Award Amounts

Awards can be made for:

- 1) Predevelopment, up to a \$500,000 maximum per project
- 2) Acquisition and/or Construction, up to a \$2,000,000 maximum per project

Applicants can apply for one use, or for both Predevelopment and Acquisition and/or Construction, for a maximum of \$2,500,000 per project. King County anticipates funding two to three projects total from this RFP and intends to support at least one affordable homeownership project and at least one affordable rental project.

Predevelopment funds will be awarded as two-year grants, with \$150,000 released upon contract execution. Acquisition funds will be awarded as two-year loans (with an option to extend if needed), which will convert to 50-year loans at the start of construction. Construction loans will conform to [Housing Finance Program Guidelines](#), typically 50-year **Deferred Loans** at 1 percent simple interest.

All funds will be released in phases. Awardees will need to submit invoices for completed work and cost projections and plans for activities to be performed in order to access additional funds. King County staff will review documents and project progress/plans (such as feasibility plans and analyses, environmental assessments, appraisals, etc) and approve the release of additional funds as these documents and project progress warrant. Note: Applicants in Predevelopment stage will need to complete at minimum an **Appraisal, Initial Environmental Assessment, and Preliminary Site Capacity Plan** before accessing Acquisition funds. Additional requirements may be outlined in the project contract.

King County acknowledges that projects awarded from this fund may require significant additional funding. Additional funding sources may include private grants, capital campaigns, and public funds such as those awarded through the King County Housing Finance Program, the State Department of Commerce, and federal tax credit allocations. King County is not committing additional funds at this time, however, King County intends to work with awarded projects so they are competitive for additional needed public funding.

Applicants Exploring a Project at Brooks Village

Any award of funds through the Skyway \$5 Million Fund for Affordable Housing RFP will not confer site control at Brooks Village. There will be a different, later process to identify a community-led owner of Brooks Village, which is currently owned by King County. If awarded, any use of funds for Predevelopment activities at Brooks Village will need to be reviewed and approved by DCHS and King County’s Facilities Management Division before activities are performed to ensure that activities do not duplicate efforts underway by King County or conflict with the disposition process.

	Predevelopment	Acquisition and/or Construction
Maximum Amount per Project	Up to \$500,000 (grants)	Up to \$2 million (loans)

Eligible Uses	Site identification (multiple sites) Broker fees Feasibility and Due Diligence studies Appraisal Environmental assessment Development consultant fees Architect fees Engineering fees Soil sampling Site control/land holding costs Contractor fees Legal fees Proposal fees Other consultant fees Earnest money Predevelopment related to rehabilitating an existing building	Property acquisition costs Legal fees Land holding costs Health and safety inspections and repairs (for any existing buildings with occupants) Rehabilitation if redeveloping an existing building to create new units Construction costs (labor, equipment, materials, etc)
Prohibited Uses	Overhead Staffing	Overhead Staffing Project operating and services



Funding Process and Timeline

RFP Process & Timeline*

RFP launched	January 19, 2022
Info session #1	January 24, 2022
Info session #2	January 26, 2022
Final day for applicants to submit a request for grant writing consultant assistance (IF APPLICABLE)	March 14, 2022
Final day to submit questions about the RFP	March 14, 2022
Deadline to submit RFP proposals	1:00 p.m. PST March 28, 2022

*DCHS may change this timeline, but will post an amendment to the RFP through ZoomGrants notifying all of the changes. Please check ZoomGrants regularly to check for updates.

Selection, Award, and Contracting Timeline

Dates are approximate and subject to change.

Proposals Submitted

March 28, 2022

Interested organizations submit their proposals for review and consideration.

Administrative Review

Week of March 28, 2022

All proposals received by the stated deadline will be reviewed by the RFP Coordinator to ensure all minimum qualifications and requirements requested in the RFP have been met. Any proposals that are missing requirements or are submitted late may be considered incomplete and will not be scored by the review panel. If it is determined after the administrative review period that some proposals are incomplete, DCHS, in its sole discretion, may extend the deadline to correct deficiencies. Also, DCHS may, at its sole discretion, contact applicants for clarification of any portion of their proposal.

Review and Evaluation

Week of March 28th, 2022

Proposals passing administrative review will be scored by a review panel according to the requirements and scoring criteria stated in this RFP and any amendments issued. Review panels may consist of King County staff, community members, and external subject matter experts.

Interviews/Supplemental Information

Week of May 2, 2022

DCHS may ask applicants to submit supplemental information and/or participate in an interview with review panel members prior to final scoring of your proposal.

Award Recommendations

Week of May 2, 2022

After an initial review and scoring is completed by each member of the review panel, the panel will meet to assess final scores and confirm which proposals will be recommended to receive an award for funding.

Selection of Awardees

By May 20, 2022

Final selection of awardees will be made by the DCHS Director based on recommendations from the review panel and equity and geographic considerations including, but not limited to, opportunities for acquisition of privately owned property for community control and other such considerations, to ensure awardees are responsive to funding priorities and community needs. King County reserves the right to make such selections based on the best interests of King County. To serve the best interests of King County, DCHS reserves the right to be its own reference with any potential applicants as deemed necessary in its sole discretion.

The RFP Coordinator will notify all applicants in writing of the acceptance or rejection of their proposal. Notification will be sent via email to the email address provided by the Applicant.

Contracting Requirements

Week of May 23, 2022

DCHS will execute contracts based upon the final selection of awardees. DCHS will work with selected awardees to develop contract documents specifying funding requirements. Acquisition and Construction contracts will require King County deeds of trust and long-term affordability covenants to ensure properties are used only for the purposes stated in the contract.

The RFP Team

This RFP was developed collaboratively by King County staff and a CAC composed of current and past SWH residents who are rooted in communities most impacted by displacement. King County would like to acknowledge the following individuals who played a key role in developing the RFP values, criteria, proposal questions, and scoring rubric.

Community Advisory Committee	King County Staff
<ul style="list-style-type: none">• Charles Clemons• Fin'es Scott• Mary Grace Asirof• Njuguna Gishuru• Princess Hicks• Ryan Quiglar• Sagal Danan• Suzette Espinoza-Cruz	<ul style="list-style-type: none">• Arun Ambutaro, Office of Equity and Social Justice• James Gayton, DCHS• Joanna Armstrong, DCHS• Kristin Pula, DCHS• Tina Ilvonen, DCHS• Valerie Kendall, DCHS• Yasmeen Perez, DCHS

Terms and Conditions

Applicants are required to comply with the following Terms and Conditions:

RFP Terms

No Obligation to Contract: This RFP does not obligate DCCHS to enter into any contract for services specified herein.

Rejection of Proposal: DCCHS may reject any and all proposals received, and not issue any contract as a result of this RFP.

Protest: King County has a process in place for receiving protests/appeals based upon the RFP or contract awards. The protest/appeal procedures are available at <http://www.kingcounty.gov/depts/finance-business-operations/procurement/for-business/do-business/protest.aspx>. If you have any questions about these processes, please contact the RFP Coordinator.

Public Records Act: All proposal materials submitted to King County are subject to public disclosure under the Washington State Public Records Act (RCW 42.56) UNLESS an applicant requests an exemption .

If an applicant considers any portion of their proposal to be protected under the law, they shall clearly identify on the page(s) affected by using any of the following words: “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET.” The applicant shall also use these descriptions in the following table to identify the affected page number(s) and location(s) of any material to be exempted from public disclosure, and then send their request to DCHSContracts@kingcounty.gov for approval.

The County will review all requests to determine whether it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the County is unable to make a determination of such an exemption, the County will notify the applicant and allow 10 days to take whatever action it deems necessary to protect its interests. If the applicant fails or neglects to take action within ten days, the County will release the portion of the proposal deemed subject to disclosure.

Type of Exemption	Beginning Page / Location	Ending Page / Location

Americans with Disabilities Act (ADA) compliance: Applicants can request RFP materials in alternative formats including but not limited to braille, large print, or other formats for ADA accommodations.

Contract Terms

King County Contract Standard Terms and Conditions

- Applicants awarded through this procurement process will sign a contract with DCHS. Funded applicants will be required to meet baseline requirements, including insurance, equal employment opportunity, record keeping, and more. A sample of the DCHS standard terms and conditions can be found on the [DCHS website](#).
- Any contract between the selected applicants and DCHS shall include this RFP, the applicant’s proposal, and any other documents mutually agreed upon.

Performance Measurement and Evaluation

- The primary purpose of performance measurement and evaluation is to use data to inform ongoing work, understand which activities are effective and why, and support shared and transparent responsibility for a programs’ success.

- DCHS is committed to only collecting data and information that is useful in moving forward our shared goal of providing equitable opportunities for people to be healthy, happy, and connected to community.
- For those reasons, any contract resulting from this RFP will include a performance measurement plan. What is included in that plan will be agreed to between DCHS and awarded applicants.