



**2023 Post-Overdose Stabilization
and Outpatient Treatment Facilities
Request for Qualifications (RFQ)**

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2023 Post-Overdose Stabilization and Outpatient Treatment Facilities Request for Qualifications (RFQ)

GUIDELINES

I. Introduction

The Human Services Department (HSD) is seeking **applications** for **capital funding** from agencies interested in developing one or both types of facilities or service spaces:

1. **A post-overdose subacute stabilization center** for individuals who have experienced an overdose, or any medical emergency related to substance use and who have been evaluated by an Emergency Medical Technician (EMT) and referred to the center. This facility will provide medical stabilization for individuals in need of these services for up to 23 hours. The services will take a harm reduction approach - supporting the safe recovery of individuals without judgement or the requirement to stop using drugs - but with the goal of preventing future medical emergencies. The facility will offer both rapid initiation of medications for opioid use disorder (MOUD) and direct referral to other treatment options in the community. Care navigation support services will be provided to assist individuals as they leave the facility.
2. **An outpatient treatment center** for individuals with opioid use disorder and/or other drug dependencies that will offer low-barrier access. In addition, the center will ensure patients are connected to other services and resources to increase clients' adherence to treatment, including long term case management.

This RFQ is competitive and open to any legally constituted non-profit entities that meet the standard [HSD Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in Sections III and IV of the Guidelines. Approximately \$7,000,000 in Federal Community Development Block Grant (CDBG) is available for construction and other eligible facilities costs. CDBG funds are made available to agencies via reimbursement. The City will pay for approved work after it has been completed. Grant recipients will submit an invoice to the City that includes documentation proving completion.

Due to the urgent need in Seattle for the facilities described in this RFQ, HSD is requesting application materials and responses that will help to prequalify agencies to meet CDBG eligibility requirements. Those who prequalify and meet service criteria as outlined in narrative responses will advance as finalists to work with HSD staff to determine project eligibility for CDBG funding.

Finalists will be announced in January 2024. The specific time frame from announcement to contract execution will depend upon the completion of the federally required CDBG eligibility review and project readiness.

HSD intends to fund one or more capital projects. Once any stabilization or outpatient treatment space or facility is permitted for occupancy by the City’s Department of Construction and Inspections, the City will expect the agency to take necessary steps to operate licensed programs and services.

All materials and updates to the RFQ are available on [HSD’s Funding Opportunities webpage](#). HSD cannot provide notice of changes to individual agencies, and applicants will be responsible for regularly checking the webpage for any updates, clarifications, or amendments. HSD will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this funding opportunity or in complying with any subsequent request by HSD for information or participation throughout the evaluation and selection process.

If you have any questions about the 2023 Post-Overdose Stabilization and Outpatient Treatment Facilities RFQ, please contact: Ann-Margaret Webb, Funding Process Coordinator via email at ann-margaret.webb@seattle.gov.

II. Timeline

Funding Opportunity Released	October 16, 2023
*Information Session	<p>November 2, 2023 11:00 a.m.-12:00 p.m.</p> <p>Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 231 375 068 771 Passcode: TXwe56 Download Teams Join on the web Join with a video conferencing device seattle@m.webex.com Video Conference ID: 118 794 911 2 Alternate VTC instructions Or call in (audio only) +1 206-686-8357, 684262471# United States, Seattle Phone Conference ID: 684 262 471#</p> <p>This Information Session will be recorded and posted to HSD’s Funding Opportunities Webpage.</p>
Last Day to Submit Questions	Friday, November 17, 2023 by 5:00 p.m.
Pre-Qualifying Application Deadline	Tuesday, November 28, 2023 by 12:00 p.m. (noon)
Planned Notification to Finalists	January 2024
Selected Finalists Begin CDBG Eligibility Review	January 2024

*Please contact RFQ coordinator for accommodation requests: Ann-Margaret Webb, at ann-margaret.webb@seattle.gov.

HSD reserves the right to change any dates in the RFQ timeline.

III. Investment Area Background & General Requirements

A. Background

The escalating overdose crisis impacts individuals, families, and healthcare resources alike, necessitating immediate and strategic responses. Since 2019 in King County, the number of overdose deaths has grown dramatically, jumping by 20% between 2019 and 2020 and jumping by an additional 39% between 2020 and 2021. In 2022, overdose deaths reached 1,001, which is a 40% increase from 2021. As of 8/25/2023, there have been 883 overdose deaths this year, which means we are on track to exceed the previous year's toll once again by over 30%. The recent surge in overdose deaths is driven by fentanyl, which is involved in 70% of all confirmed overdose deaths that occurred in 2022, up from under 10% prior to 2018.¹

The most disproportionately impacted communities in King County are:

- People experiencing homelessness and people living in temporary or supportive housing
- American Indian and Alaskan Native (non-Hispanic) and Black (non-Hispanic) residents
- Communities located in Seattle and South King County.

Regarding geographic disparities in overdose deaths in recent years, this steep rise can almost all be attributed to the City of Seattle and South King County. The age adjusted overdose rate occurring in downtown Seattle alone in 2022 (112 per 100,000) was nearly double that occurring in any other location in the County.² The focus of this RFQ will be for facilities serving this population of substance users in the core of the City of Seattle.

B. Overview

The Human Services Department (HSD) is seeking applications for capital funding from agencies interested in developing one or both of two types of facilities or service spaces described below.

1. **A post-overdose subacute stabilization center** for individuals who have experienced an overdose, or any medical emergency related to substance use and have been evaluated by an Emergency Medical Technician (EMT) and referred to the center. This facility will provide medical stabilization for individuals in need of these services for up to 23 hours. The services will take a harm reduction approach - supporting the safe recovery of individuals without judgement or the requirement to stop using drugs - but with the goal of preventing future medical emergencies. The facility will offer both rapid initiation of medications for opioid use disorder (MOUD) and direct referral to other treatment options in the community. Care navigation support services will be provided to assist individuals as they leave the facility.
2. **An outpatient treatment center** for individuals with opioid use disorder and/or other drug dependencies that will offer low-barrier access. In addition, the center will ensure patients are connected to other services and resources to increase clients' adherence to treatment, including long term case management.

This RFQ will prequalify applicants to fund capital project (construction) costs required to build-out existing facilities or construct new ones. Finalists selected through this RFQ will work with HSD staff on meeting CDBG eligibility. HSD expects applicants to provide the services described in this RFQ, or subcontract with other agencies to provide these services. This RFQ will not fund operations, program, or service costs associated with the new space. Agency staff time and fund-raising costs related to the development of this project are also ineligible.

Applicants must provide a draft operations budget for year one to ensure a complete understanding of what will be offered.

¹ King County Fatal Overdose Dashboard, Trends in overdose deaths that occurred in King County, 2013-2022. [Overdose data dashboards - King County, Washington.](#)

² King County Fatal Overdose Dashboard, Number of overdose deaths in King County by Health Reporting Area in 2022. [Overdose data dashboards - King County, Washington.](#)

C. Programmatic Requirements

Post-overdose stabilization center required services include:

- facility open 24 hours a day, 7 days a week (individuals would be able to stay up to 23 hours)
- the provision of medical stabilization and monitoring of individuals who have experienced an overdose or other substance-use related emergency
- rapid initiation of evidence-based medications for opioid use disorder (MOUD)
- harm reduction services and supplies
- recovery support and care navigation to ongoing care

Post-overdose stabilization center desired services include:

- other medical support services including wound care and testing for HIV/HEP C
- hygiene facilities (including laundry facilities and showers)
- refreshments and/or meals
- secure storage of client possessions
- access to or referral to psychiatric services
- access to or referral to case management services

Outpatient treatment center required services include:

- assessment and treatment planning
- medications for opioid use disorder (MOUD)
- other treatment options for individuals with co-occurrent drug usage and use of non-opioids
- culturally and linguistically appropriate services and staff
- necessary accreditation to provide proposed services
- low barrier access to treatment and services
- care coordination and follow-up services

Outpatient treatment center desired services include:

- case management service for complex service recipients
- access or referral to holistic therapies
- on-site or referral to other medical and behavioral health services

D. Staffing Requirements

Staff will have:

- the training necessary to provide outpatient treatment,
- all applicable state licensing or certifications requirements (if proposing alternate qualifications, explain why it is beneficial for the patients),
- cultural and linguistic competency to work with patients, and
- supervision as required by all licensing of medical and counseling staff if applicable.

Desired staff qualifications:

- diverse staff who racially and ethnically reflect the service recipients being served, and
- access to individual and group peer support.

E. Data Collection Requirements

Agencies selected for funding will be required to collect basic client demographic information.

IV. CDBG Guidelines and Requirements

The intent of this section is to help you understand federal Community Development Block Grant (CDBG) funding requirements and their potential impact on your project. The pre-eligibility checklist included in the application will help HSD determine if your project is eligible.

The CDBG program is governed by the Code of Federal Regulations (CFR). Your project must meet all eligibility criteria **prior** to the City's commitment of funds, and **before** you incur any project costs. **Do not sign any construction contracts or complete any property transactions until the City's completion of the required environmental review.**

If your project is selected for funding, you will need to comply with applicable CDBG funding requirements. These requirements govern contractor procurement and payment of prevailing wages and promote training and employment of low-income persons (Section 3 requirements). If your project involves acquisition of property, you may need to comply with the federal Uniform Relocation Assistance (URA) guidelines.

Funds allocated through this RFQ can only be used to reimburse for eligible activities identified as Public Facilities and Improvements in 24CFR 570.201 (c). Eligible activities include acquisition, rehabilitation, or new construction. Ineligible for reimbursement: motor vehicles and equipment, fixtures, furnishings, or other personal property not integral to the structure of the facility.

Following is a list of key fund source requirements.

- A. CDBG Eligibility and National Objective Requirements:** Agencies selected as finalists through this RFQ will be required to complete a **CDBG Activity Plan**. The Activity Plan will provide the City with additional information necessary to determine whether your proposal is eligible for CDBG funding. The City expects your project will benefit low- and moderate-income (**LMI**) persons to meet these requirements.
- B. Data Collection:** You will be required to maintain records that document how funded activities meet the National Objective over the life of the project. At minimum, you will be required to complete annual Year End Narrative Reports, and a Year End Activity Closeout form.
- C. National Environmental Policy Act (NEPA):** Your project will undergo an environmental review. You will be required to provide detailed site information. An environmental review considers the following laws and regulations: Historic Properties, Floodplains, Wetlands, Noise, Contamination and Toxic Substances, Air Quality, Water Quality, Endangered Species, Clear Zones, and Environmental Justice. If mitigation is necessary, the environmental review will include a public notice and a Request for Release of Funds (RROF) from HUD. The environmental review is a comprehensive process that may take several months to complete.
- D. Procurement:** You will be required to publicly procure any goods and services valued at over \$250,000 in an open and competitive manner. For example, a construction project of over \$250,00 must be publicly advertised and use a sealed bid process. The lowest responsive bidder must be awarded the contract. Bidders must provide bid payment and performance bonds along with their bid response.
- E. Federal Prevailing Wages and Section 3 Requirements:** Your project must comply with Davis Bacon federal prevailing wage and Section 3 requirements for the entire construction contract. You must request a formal wage determination from the city **prior** to advertising your project to potential bidders. Section 3 requires that contractors promote training and employment to low-income persons. You will

be required to include wage determination and Section 3 forms in the contractor bid package and in the construction contract.

- F. Uniform Relocation Act (URA), if applicable:** Projects involving acquisition of property may be subject to the federal Uniform Relocation Assistance and Real Property Acquisition Act (1970). The URA covers all displaced people regardless of their income. It applies to permanently displaced people and those for whom relocation is only temporary. Displaced people are entitled to advisory services (including offer of a comparable unit); replacement payments for 42 months; and moving expenses.

- G. Continuing Use Requirements:** To meet HUD's continuing use and reversion of assets requirements, your CDBG fund award would arrive in the form of a forgivable loan. The loan would include a promissory note and, for awards over \$375,000, a deed of trust and restrictive covenant secured against your property. You must provide eligible services to LMI persons for a continuing use period of 5-20 years, depending on the exact award amount. 51% of your service recipients must be LMI throughout the continuing use period. You may have to repay your award amount plus interest if you do not continue to meet these requirements.

- H. Single Audit Act (formerly known as OMB Circular A-133 Audit)**
Agencies that receive more than \$750,000 in federal funds in a single fiscal year are required to comply with the Single Audit Act requirements. The requirements are further described in the Code of Federal Regulations. Please consult with your accountant for more information.



APPLICATION

Instructions and Materials

This Application Instructions and Materials section contains information for respondents applying for the **2023 Post-Overdose Stabilization and Outpatient Treatment Facilities Request for Qualifications (RFQ)**. The RFQ Guidelines (above) provide background on HSD's guiding principles and an overview of the RFQ requirements. [HSD's Funding Opportunities webpage](#) provides additional information on agency eligibility; contracting; appeals; expectations for culturally responsive services and the process for selecting successful applications.

V. Submission Instructions

Completed application packets are due by 12:00 p.m. (noon) on Tuesday, November 28, 2023.

- A. Application packets must be received by electronic submission. No faxed, mailed, or hand-delivered proposals will be accepted. Proposals must be received by the **12:00p.m. deadline on Tuesday, November 28, 2023**. *Late or incomplete proposals may not be accepted or reviewed for funding consideration.*
- B. When using HSD's Online Submission System, it is advisable to upload application documents several hours prior to the deadline in case you encounter an issue with your internet connectivity which impacts your ability to upload documents. HSD is not responsible for ensuring that applications are received by the deadline.
- C. Applications will be rated only on the information requested and outlined in this funding opportunity, including any clarifying information requested by HSD.
- D. The application should be typed using one-inch margins, single spacing, and minimum size 11-point font.
- E. Organize your application according to the section headings that follow in Sections VI and VII. For the narrative questions, please include section titles, and question numbers. You do not need to rewrite the questions for specific elements of each question.
- F. Choose one submission method:
 - Electronic Submittal: Application packets may be submitted electronically via HSD's Online Submission System at <http://web6.seattle.gov/hsd/rfi/index.aspx>
 - Email: Application packets may be emailed to HSD_RFQ_RFP_EMAIL_Submissions@seattle.gov Email attachments are limited to 30 MB.

VI. Service Questions

As a capital facilities investment, this RFQ is not intended to provide funding for any programs and services the agency will provide in the newly constructed space or facility. However, to be successful in receiving facilities funding, applicants must intend to operate a post-overdose stabilization center or an outpatient treatment center out of the newly constructed space or facility. HSD seeks to understand your operational plans through this scored narrative response section. This section will be reviewed and scored by an independent rating committee. Answer each section completely.

QUESTIONS

A. PROGRAM DESIGN AND DELIVERY (30 points)

1. Describe your current or proposed program model(s) and note if it is a post-overdose subacute stabilization center or an outpatient center. If you are applying for facilities funding for both models, describe them separately. Complete the project timelines for both capital improvements (construction) and service delivery in the Excel workbook. If your program is scaled, note key benchmarks for service expansion on the timeline describing each additional service to be added after the initial start date.
2. Include when and where services will be provided and any key factors and impacts of the location. Describe by whom services will be delivered.
3. Describe how these services will help those with opioid use disorders and other drug dependencies.

Rating Criteria – A strong application meets all criteria listed below.

- Applicant presents a thorough description of the program that includes an understanding of the service components and evidence of likely success in meeting outcomes.
- If the program is scaled, there is a clear plan for potential growth.
- Applicant clearly describes the location and its benefits and who will deliver services.
- The program description shows a strong understanding of client needs, strengths, and concerns.

B. CAPACITY AND EXPERIENCE (40 points)

1. List the main staff involved in service delivery. Describe their respective roles and qualifications and how licensed individuals will receive required supervision. If services are new to your organization, describe your plan for staff recruitment, training, supervision, and retention.
2. Describe your organization's experience offering services and support for the treatment of individuals with opioid use disorder or other drug dependencies.
3. Describe how your organization provides culturally appropriate, human-centered care.
4. Include your organization's ability to address changes in funding, staffing, and changing needs in the community.
5. If the proposal includes collaborations and/or partnerships, name the partners in this arrangement. Explain the roles and responsibilities of the various partners. Please provide signed letters of intent from any partner providing key program elements.

Rating Criteria – A strong application meets all criteria listed below.

- The program has enough qualified staff (or partners) to deliver the services as described, or a plan to build staff capacity. Applicant describes processes for maintaining quality staff that matches the levels needed to run the program as described.
- The program description demonstrates the applicant's experience in delivering the service for at least two years, OR (for applicants providing the service for the first time) the applicant presents a clear and realistic description of how they will launch new services.
- Applicant demonstrates the ability to provide culturally appropriate, human-centered care.
- Applicant demonstrates successful experience adapting to changes in funds and community needs.

- *If applicable, the applicant describes effective partnerships and collaborations that enhance service quality, minimize duplication, enhance the resources available and provide benefit to program participants.*
- *If applicable, applicant has submitted signed letters of intent from partners.*

C. DATA COLLECTION (10 POINTS)

1. Describe your experience collecting data from participants.
2. Describe your organization’s experience with data management – storing, ensuring privacy, and analyzing client information and program activities.
3. What is your technical capacity for tracking client information and producing reports?

Rating Criteria – A strong application meets all criteria listed below.

- *Applicant has experience collecting data and identifies the specific data it collects.*
- *Applicant has procedures in place to keep data private and secure.*
- *Applicant demonstrates ability to analyze data, track client information and produce reports.*

D. BUDGET AND FINANCE (20 POINTS)

1. Complete the Proposed Operating Budget in the Excel Workbook based on a one-year operating budget. The costs reflected in this budget should be for the service area only, not your total agency budget.
2. Describe your revenue plan, including fund development for the operating budget. Note secured vs anticipated income. Describe your experience managing and administering publicly funded contracts.
3. Describe your organization’s financial management system. How does your agency establish and maintain general accounting principles to ensure adequate administrative and accounting procedures and internal controls necessary to safeguard funds?
4. Describe your agency’s ability to meet capital project expenses in advance of City reimbursement.

Rating Criteria – A strong application meets all criteria listed below.

- *Budget is aligned with work plan and expenses tied directly to the proposed services. Costs are reasonable based on the proposed level of services and outcomes.*
- *Applicant demonstrates financial stability and management capacity to secure funding for operations and plan and implement its proposed project.*
- *Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles.*
- *Agency has the ability to meet capital project expenses in advance of City reimbursement.*

TOTAL POINTS: 100 POINTS

VII. Facilities (CDBG) Questions

Please provide the following information to allow HSD to determine eligibility. This section will be used to determine CDBG eligibility as a finalist. This section will not be scored.

A. Eligible Activities - Check all applicable activities you are requesting be paid with CDBG funding:

- Site acquisition, i.e., purchase property or an existing facility
- Renovation of direct service space
- Expansion of existing facility
- Construction of new facility
- Remove barriers or improve accessibility to service space or facility

B. Property Site Control Requirements: Describe the property ownership or site control mechanism applied during the duration of funding and occupancy.

- Agency owns (or will own) the property, in its own name (attach copy of Deed of Trust to application).
- Agency controls (or will control) the property through a partnership/limited liability company (attach copy of Deed of Trust) and will own a portion of a condominium or lease from the partnership/limited liability company.
- Agency has a purchase and sale agreement (attach copy of Purchase and Sale Agreement).
- Agency leases (will lease) the property. Please attach copy of lease. In addition, please attach a signed letter from landlord addressed to Human Services Department Director confirming landlord has been notified of this application for funds and supports agency's capital project proposal. ***See Table #1 for City Site Control and Continuing Use Requirements.**
- Other property site control. Please provide a detailed narrative description.

**Table 1 Site Control and Continuing Use Requirements*

Award Amount	Required Commitment to City of Seattle
Awards of \$375,000 or less	Commitment of any eligible programs and services made possible by this capital improvement project to be in operation for at least five (5) years after project completion. Agency must have site control for at least five (5) years after project completion.
Awards greater than \$375,000	<p>Commitment of any eligible programs and services made possible by this capital improvement project to be in operations for at least five years, plus an additional year for each additional \$75,000 increment over \$375,000 - up to a maximum of twenty years (\$1,500,000 or greater) - after project completion. Agency must have site control for at least the required number of years.</p> <p>For all awards over \$375,000, the applicant and property owner will commit to additional legal protections for the City, which will include a recorded restrictive covenant and deed of trust, and any other legal agreements as needed.</p>

C. HUD requires at least 51% of service recipients who will benefit from the proposed project to have incomes at 80% area median income (AMI) or less. See chart below. Are you currently operating a program that serves the same population that will benefit from the space you describe in your proposed project?

Yes No

If yes, use the table below to identify the percentages of your program’s current service recipients whose Gross Incomes for the most recent tax year are:

_____ % At or below 50% area median income
 _____ % At or below 80% area median income, but greater than 50% area median income
 _____ % Over 80% area median income

Number in Family (Persons)	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
50% of Area Median Income (\$)	\$47,950	\$54,800	\$61,650	\$68,500	\$74,000	\$79,500
80% of Area Median Income (\$)	\$70,650	\$80,750	\$90,850	\$100,900	\$109,000	\$117,050

If yes, provide the percentages of your program’s current service recipients below:

_____ % City of Seattle residents
 _____ % King County (outside Seattle) residents
 _____ % Other (please describe) residents

Please explain the method(s) used to collect and maintain service recipients' demographics data:

- D. If the City funds your capital project proposal, it will be required to undergo a National Environmental Policy Act (NEPA) environmental review. A review is not required prior to submitting this application. However, if you already had a NEPA review of your project site, please attach copies of the findings and determination letter(s).
- E. Describe in detail the physical construction work or project site acquisition that would be funded using CDBG dollars if your proposal is selected for funding. You may address the questions: Is there a physical problem and, if yes, how does it hinder your service delivery? What physical improvements will you make to the site and/or facility? How will your service recipients benefit from the physical improvements? How will services be added, expanded, improved, made more efficient, and/or made more effective?
- F. How many individuals with substance use disorder do you estimate you will treat in the new or improved physical location annually? Of the total number you estimate, how many of these individuals do you estimate will be new to your agency?
- G. What kind of strategic planning has your agency conducted and your Board adopted? How does the proposed capital project fit within the Agency’s current strategic plan? If your Board has adopted a strategic plan and the plan is current, please attach a copy to this application. This is not required prior to submitting this application.

- H. What are your agency's asset management plans and policies? How does your agency plan to maintain the useful life of the space or facility after completing the capital improvements you propose in this application? Will your agency maintain operating or replacement reserves for this facility?
- I. Is the existing space or facility currently accessible to persons with disabilities? How will the improved space or new facility be accessible to persons with disabilities?
- J. If you do not meet the goals you outlined on the Capital Project Funding Summary worksheet in the Excel workbook (blue tab), what are your financing alternatives for completing this capital construction project? Do you have a reduced scope of work if you are not successful at raising enough funds to cover the full budget expenses? Please elaborate.
- K. Please describe all completed capital projects your agency has undertaken over the last ten years. Please summarize timeline, budget, and project description.
- L. Describe your agency's capacity and experience to carry out your proposed capital construction project. Include the experience of all project team members. If relevant, please describe specific experience using CDBG funds.
- M. When was your agency's most recent financial audit and what time period did it cover?

VIII. Completed Application Requirements

AT APPLICATION SUBMITTAL

To be considered Complete, your application packet must include all the following items, or the application may be deemed incomplete and may not be rated:

1. A completed application checklist
2. A completed and signed two-page Application Cover Sheet
3. A completed Narrative response – Sections VI. Service Questions and VII. Facilities (CDBG) Questions
4. A completed Excel workbook, including:
 - Capital Project Schedule
 - Capital Project Budget
 - Capital Project Funding Summary
 - Operations and Services Implementation Schedule
 - Operations and Services Budget
 - Operations and Services Funding Summary
5. Site Control Verification
6. If you are proposing a significant collaboration or subcontract with another agency, attach a signed letter of intent or collaboration from that agency's Director or other authorized representative.
7. If your board has adopted a current agency strategic plan, please attach a copy.

AFTER DETERMINATION OF A COMPLETED APPLICATION

If HSD does not already have them on file, any or all of the following documents may be requested after applications have been determined eligible for review and rating. Agencies have four (4) business days from the date of written request to provide requested documents to the RFQ coordinator:

1. A copy of the agency's current fiscal year's financial statements reports, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. A copy of the agency's most recent audit report.
3. A copy of the agency's most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance. Note: if selected to receive funding, the agency's insurance must conform to General Terms and Conditions requirements at the start of the contract.

**2023 Post-Overdose Stabilization
and Outpatient Treatment Facilities Request for Qualifications
Application Checklist**

This checklist is to help you ensure your application is complete prior to submission. Please submit this with your application.

HAVE YOU....

- Read and understood the following additional documents found on the [Funding Opportunities Webpage](#)?**
 - HSD Agency Minimum Eligibility Requirements
 - HSD Funding Opportunity Selection Process
 - HSD Appeal Process
 - HSD Commitment to Funding Culturally Responsive Services
 - HSD Guiding Principles
 - HSD General Terms and Conditions Sample

- Read and understood the CDBG Guidelines and Requirements found in section IV of the Guidelines?**

- Completed and signed the 2-page [Application Cover Sheet](#)?**
 - If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.

- Responded to the:**
 - Services Questions
 - Facilities (CDBG) Questions

- Completed all six (6) worksheets in the Excel workbook?**

- Attached the following supporting documents?**
 - Site control verification (Deed of Trust or Lease)
 - Letter of acknowledgement and support from agency's landlord, if applicable.

- If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative?***

- NEPA environmental review, if available
- Board-adopted, current agency strategic plan, if available.

All applications are due to the City of Seattle Human Services Department by **12:00 p.m. (noon) on Tuesday, November 28, 2023.**

Choose one submission method:

- **Electronic Submittal:** Application packets may be submitted electronically via HSD's Online Submission System at <http://web6.seattle.gov/hsd/rfi/index.aspx>
- **Email:** Application packets may be emailed to HSD_RFQ_EMAIL_Submissions@seattle.gov.

Late or incomplete proposals may not be accepted or reviewed for funding consideration.



**City of Seattle
Human Services Department**

**2023 Post-Overdose Stabilization
and Outpatient Treatment Facilities Request for Qualifications (RFQ)
Application Cover Sheet**

1. Applicant Agency:			
2. Agency Executive Director: *Will be notified of funding outcome			
Phone #:		Email:	
3. Agency Primary Contact Name: _____ Title: _____ Address: _____ Email: _____ Phone #: _____			
4. Federal Tax ID or EIN:		5. Federal Unique Entity ID #:	
6. WA Business License Number:			
7. Facilities (Capital) Funding Amount Requested:			
8. Partner Agency (if applicable): Contact Name: _____ Title: _____ Address: _____ Email: _____ Phone Number: _____ Description of partner agency proposed activities: Signature of partner agency representative: _____ Date: _____			
9. Partner Agency (if applicable): Contact Name: _____ Title: _____ Address: _____ Email: _____ Phone Number: _____			

Description of partner agency proposed activities:

Signature of partner agency representative: _____ Date: _____

Authorized physical signature of applicant/lead organization

To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____