

Request for Proposals to Support HB 1590 and ESHB 1070 Business Plan Finalization

Snohomish County Human Services Department is currently accepting proposals from organizations to support the finalization of the Business Plan for use of the .1% sales and use tax for affordable housing and behavioral health as authorized by Snohomish County Council in Ordinance No. 21-098 on December 15, 2021.

Background

On March 31, 2020, the Washington State Legislature passed HB 1590 (see RCW 82.14.530) authorizing counties and/or cities to approve the collection of a .1% sales and use tax for affordable housing, behavioral health facilities, and related operations and maintenance and services. The allowable use of funds was further clarified in ESHB 1070 which was signed into law on April 14, 2021.

The laws require that at least **60%** of the funds collected must be used for:

- Construction or acquisition of affordable housing (including emergency, transitional and supportive housing, new units of affordable housing within an existing structure, and facilities providing housing-related services or acquiring land for these purposes).
 - Individuals receiving housing must have an income that is at or below 60% of the median income in Snohomish County and be a member of one of the following population groups:
 - Persons with behavioral health disabilities;
 - Veterans;
 - Senior citizens;
 - Persons who are homeless or at-risk of being homeless, including families with children;
 - Unaccompanied homeless youth or young adults;
 - Persons with disabilities; and/or
 - Domestic violence survivors.
- Construction or acquisition of behavioral health related facilities or land for that purpose; and

- Funding for the operations and maintenance costs of new affordable housing, facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.

Up to **40%** of the funds collected may be used for operation, delivery, or evaluation of behavioral health treatment programs and services or housing-related services.

Of the total funds collected, no more than **10%** may be used to supplant existing local funds.

Prior to the county constructing or acquiring facilities within city limits, the county must consult with the city and must provide the city in or near a facility the opportunity to utilize at least 15% of the units.

In preparation for consideration of Ordinance 21-098 by the Snohomish County Council, in November 2021, staff prepared an initial draft *Business Plan to Fund Affordable Housing, Behavioral Health Facilities, and Related Services* for the use of HB 1590/ESHB 1070 funds for the first five years of collections. The Plan developed included community input and the intent of being in conformance with the *Snohomish County Housing Affordability Regional Taskforce (HART) Report and Five-Year Action Plan*.

The Snohomish County Council Public Hearing Packet for Ordinance 21-098 which contains the bills and the draft Business Plan may be found at:

<https://snohomish.legistar.com/View.ashx?M=F&ID=10354429&GUID=BDCC29F4-4F0E-4CB3-9063-3750395ECBD7>.

The HART Report may be found at <https://www.snohomishcountywa.gov/5560/Report>.

Proposal Submission Overview

Interested organizations are invited to submit proposals by the due date of 4:00 pm on Monday, February 21, 2022, to fulfill one or both of the following functions to support finalization of the Business Plan:

- (1) Facilitation of between five and seven meetings of two hours each with interested community groups, including the HART at its meeting on March 2, 2022, to review the Business Plan and garner feedback. This function includes meeting with Snohomish County staff to develop a process for garnering feedback and preparing annotated agendas for the meetings.
- (2) Documentation and reporting for each of the meetings held. This includes participating in the meeting with Snohomish County staff to develop the feedback process and annotated agenda. The final report shall include individual comments by participants as well as a synthesis of themes and recommendations.

It is anticipated the meetings will be completed by June 30, 2022, and the final report completed by August 31, 2022.

Additional funding may be awarded under this procurement for the continuation of these two functions to support implementation of Ordinance 21-098 beyond these dates.

Electronic Submittals shall be sent to wendy.roullier@snoco.org. Organizations that would like to submit a hard copy proposal may call Wendy Roullier at (425) 388-7236 to schedule an appointment to hand deliver the proposal. Proposals may also be shipped via commercial carrier to arrive prior to the due date and time. **Late submissions will not be accepted.**

Proposals for each function must be in the form of a letter and address the questions listed below in the order presented and be a maximum of four (4) pages in length (standard font and margins, bulleted/numbered answers strongly recommended). Contracts awarded shall be issued on a billable hour basis.

Snohomish County reserves the right to award contracts to one or more organizations.

Contract awards are conditioned upon successful negotiation of Agreement terms and conditions and execution of a Professional Services Agreement.

Proposal Outline

Each proposal submitted must address the following questions in the order presented for the function being proposed.

Facilitation

1. Please describe your knowledge of Snohomish County services, resources, systems, and needs as it relates to affordable housing and/or behavioral health.
2. Please describe your experience working with governmental entities to develop processes and annotated agendas for garnering community input.
3. Please describe your experience facilitating community input processes for Snohomish County and/or other governmental entities.
4. Please describe your experience facilitating decision making processes among elected officials in Snohomish County or other jurisdictions as well as experience engaging communities furthest from opportunity.
5. Please identify the key staff and organizational resources you will utilize to complete this work.
6. Please provide your billable hour rate.
7. Please provide any additional information you would like reviewed.

Documentation and Reporting

1. Please describe your knowledge of Snohomish County services, resources, systems, and needs as it relates to affordable housing and/or behavioral health.

2. Please describe your experience working with governmental entities to develop data gathering processes and report outlines for one or more community input processes.
3. Please describe your experience documenting and reporting on community input processes for Snohomish County and/or other governmental entities.
4. Please describe your experience documenting and reporting on decision making processes among elected officials in Snohomish County or other jurisdictions as well as experience documenting and reporting on processes conducted by and/or for communities furthest from opportunity.
5. Please identify the key staff and organizational resources you will utilize to complete this work.
6. Please provide your billable hour rate.
7. Please provide any additional information you would like reviewed.

Questions must be submitted in writing to wendy.roullier@snoco.org by Thursday, February 17, 2022, no later than 4:00 pm. Oral questions will not be accepted.

Proposals must be submitted by the due date of 4:00 pm on Monday, February 21, 2022.