

## King County Regional Homelessness Authority

### Initial Work Plan

#### Background and context

The Inter-Local Agreement (ILA) for the KCRHA (page 7) requires the following: “Develop, within six months of the first Implementation Board meeting, an initial work plan that describes an organizational structure, a plan for initial implementation of contracted Homeless Services on behalf of the County and Seattle under the terms of their respective Master Agreements, and a description of goals and activities that the Authority will undertake until approval of its first Five-Year Plan. Such work plan will be recommended by the Implementation Board and approved by the Governing Committee.”

Note – the ILA requires a five-year work plan for the Authority 18-months after it becomes operational. This initial plan sets priorities for the CEO and staff between now and then.

#### Proposed Work Plan Elements

*Detail to be added following IB confirmation of this initial list.*

- Establish organizational infrastructure for the KCRHA to include insurance, financial systems, payroll, employee retirement and benefits, and technology.
- Hire Chief Executive Officer (CEO).
- Onboard CEO.
- CEO hires 5 key leadership positions (already-approved by the IB and GC).
- Complete staffing plan (due 60 days after CEO start).
- Agree on master agreement(s) between the Authority and City of Seattle and the Authority and King County.
- Begin hiring staff per approved staffing plan.
- Work with King County and the City of Seattle to transfer operations to the Authority, to be phased in over an 8-month period with the majority of operations transferred by 12/31/2021. Initial work includes the following:
  - Issue RFP for 2022 emergency services contracts. Develop 2022 contracts and prepare to assume full responsibility for all contracting elements by 1/1/2022.
  - Prepare for and conduct 2022 Point in Time Count.
  - Develop data-sharing agreements and prepare to assume responsibility for HMIS operations.
  - Prepare to assume responsibility for being the HUD Continuum of Care Lead Agency.
  - Prepare for leading the HUD Collaborative Application process.
  - Assume responsibilities formerly held by All-Home.
  - HUD and Commerce-required training opportunities for providers.
  - Transition Coordinated Entry for All (CEA) functions from King County.
- Develop five year strategic plan.