



KCRHA
King County Regional Homelessness Authority

**Recreational Vehicle & Safe Lot
Request for Proposal (RFP):
*Site Development, Operations & Services***

TABLE OF CONTENTS

GUIDELINES		PAGE NUMBER
I.	Summary	3
II.	Background	4
III.	Program Scope	5
IV.	Requirements	9

APPLICATION		PAGE NUMBER
I.	Instructions	10
II.	Questions & Rating Criteria	10
III.	Deadline & Completed Application Requirements	12
IV.	Checklist	13
V.	Attachment 1: Application Cover Sheet	15
VI.	Attachment 2: Budget & Personnel Detail	16

King County Regional Homelessness Authority (KCRHA) Recreational Vehicle & Safe Lot: Development, Operations, & Services 2022 Request for Proposal

GUIDELINES

I. Summary

Introduction: This Request for Proposal (RFP) is seeking applications from agencies interested in site development, housing search services, on-site program operations, on-site behavioral health, and support services for single adults (18 and older) and couples who are experiencing chronic or brief periods of homelessness and reside in Recreational Vehicles (RV's) and other oversized vehicles that have been converted into living quarters like buses, vans or trucks. Passenger vehicles or cars are not part of this RFP. KCRHA may offer up to \$1.9 million dollars towards development, site operations, and supportive services which include behavioral health resources.

The intent of the *Recreational Vehicle & Safe Lots RFP* is to extend Seattle's continuum of comprehensive, person-centered solutions for people experiencing homelessness who reside in RVs and other large vehicles. The KCRHA expects to award funds for projects that will:

- Ensure people living in recreational or oversized vehicles have safe accessible places to park overnight;
- Provide safe alternatives to street-based vehicular encampments for people that connect vehicle dwellers to effective exits to permanent housing; and
- Promote system transformation that helps households and individuals living in RV's and oversized vehicles obtain permanent housing and avoid further homelessness.

Applicants may apply for one or more RFP categories that best reflect their organization's area of expertise. The full applicant pool will be reviewed by a rating team composed of community members and subject matter experts (SME's). The rating team will recommend applications to be funded and implemented beginning in the second quarter of 2022. Ongoing sustainable funding for site operations and support services which include behavioral health resources is anticipated based on budget availability and customer satisfaction with service provider/program performance. RFP application categories include:

- **Site Development**
 - Experience and/or interest in developing property and setting up Recreational Vehicle safe lots.
- **Housing Search Services**
 - Identifying options for obtaining permanent housing;
 - Case management;
 - Familiarity and relationships with landlords, Housing Choice Voucher (Section 8); program, and other affordable housing providers;
 - Familiarity and experiencing connecting people to other resources to meet their basic; and needs such as food assistance, social security benefits, etc.
- **On-Site Program Operations**
 - Property management;

- 24/7 professional staffing with de-escalation training;
 - Hygiene services like showers, restrooms and laundry;
 - Garbage pick-up;
 - The ability to track and manage customer data;
 - RV pump-out service; and
 - Supportive services.
- **On-Site Behavioral Health & Support Services**
 - Provide on-going care, assessment, and referral for co-occurring mental health diagnoses by licensed professionals;
 - Harm reduction training and approach;
 - The ability to track and manage customer data;
 - Conduct intervention and de-escalation supports;
 - Workforce assistance & resources;
 - Connect clients to healthcare, dental & medical services,
 - Provide accurate data collection and records
 - Meal services

Applications: The deadline for submitting completed proposals is **Thursday, April 28, 2022, at 5:00 PM PST**. This expedited RFP is competitive and open to any agencies that meet the standard [KCRHA Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in Section III.

Timeline*	
Funding Opportunity Released	Monday, April 4, 2022
**Webinar Information Session (Note: participation is highly recommended, but not required to submit an application)	Wednesday, April 6, 2022, 12:00 PM PST (Info Session will be pre-recorded and available on the KCRHA website)
Last Day to Submit Questions to grants.management@kcrha.org	Friday, April 8, 2022 at 5:00PM PST (Q&A will be available on KCRHA website under RFP drop-down menu)
Application Deadline (submit in Fluxx)	Thursday, April 28, 2022 at 5:00PM PST Login to Fluxx to start application process**
Virtual Tour/Interview	May 16, 2022 - May 20, 2022
Award/ Denial Notification (anticipated)	Tuesday, May 24, 2022
Appeals Due	Monday, May 29, 2022
Estimated Contract Start Date	Wednesday, June 1, 2022

*KCRHA reserves the right to change any dates in the RFP timeline. Any updates, including responses to questions, will be posted on the [KCRHA website](#) under, 'Updates'. **Please contact the Procurement Coordinator for accommodation requests @: grants.management@kcrha.org

** We recommend applicants begin their applications several weeks before the deadline to ensure technical difficulties do not get in the way of meeting the RFP deadline.

II. Background

Background

A significant portion of King County's population experiencing homelessness are vehicle residents. In 2020, the Seattle-King County [Point-In-Time Count](#) recorded 2,748 individuals living in their cars, RV's or vans. Despite these numbers, there is a lack of public funding and support to implement a targeted

service approach that addresses their unique situation and needs. While safe parking lots can be an important strategy to address the needs of people living in cars, RV's or vans, there must also be effective service delivery that will provide resources and supportive services to assist with the successful transition to permanent housing.

Funding Sources: KCRHA will use a range of funding sources to support the projects awarded through this RFP. Fund sources include City of Seattle General Fund, and two federal funding sources awarded through the City of Seattle: Emergency Solutions Grants – CARES Act (ESG-CV), and Coronavirus State and Local Fiscal Recovery Funds (CLFR). Below is a breakdown of the total funding amounts from each fund source.

Fund Sources	RFP Amount
City of Seattle General Fund	\$725,000
City of Seattle awarded federal ESG-CV	\$675,000
City of Seattle awarded federal CLFR	\$500,000
Total	\$1,900,000

III. Program Scope

Recreational Vehicle/Safe Lot Scope:

This RFP is intended to provide residents living in recreational vehicles and other large vehicles a safe, and secure alternative to parking on the street during the day and overnight. The project will also invest in strategies that reduce harm to individuals living in vehicles by providing more accurate data collection, and greater engagement of those individuals.

Based on people with lived experience and stakeholders' input, we are seeking applicants that are willing to be part of a comprehensive, proactive, and seamless system that helps meet basic needs of vehicle residents living in RV's and other large vehicles. Additionally, the program will focus on system transformation to transition individuals out of RV's and large vehicles and into permanent housing. Successful applicants will propose services that enhance the physical and emotional safety of residents and staff in the least restrictive manner possible.

Services will be offered during times that meet the needs of residents and be tailored to meet the diverse needs of the community. Clients will be allowed to stay on site during the day to receive case management services, mental health services, and any other programs being proposed. Whenever possible, clients are to be offered additional physical, emotional, and psychological support needed to ensure success in the program and reduce exits to the streets. Housing navigation services **must** be included by applicants proposing to provide behavioral and support services.

The following table summarizes the three program areas contained in this RFP. Expanded program detail can be found in each program area below. KCRHA is open to operating a service provision partnership structure that includes an operating agency and a partner service provider. Agencies can apply for one or more program areas.

RFP Program Areas	Summary of Program Requirements	Provider Profile & Requirements	Eligible Costs	Ineligible Costs
Housing Search Services	<p>Outreach or Housing Navigator that encourages and promotes an environment that is strength based to assist clients in meeting their individual goals.</p> <p>Coordination including but not limited to maintaining employment, education, and moving into permanent stable housing.</p> <p>HMIS Reporting: the agency will be required to submit reports on outcomes including information on demographics of participants served to-date.</p>	<p>Competent in outreach to community, businesses owners, realtors, landlords, identifying new and existing opportunities, building strong relationships to better assist clients in assessing resources.</p> <p>Competent at coordinating participants' individual housing needs.</p> <p>Competent in performing assessments and housing plans.</p> <p>Strong advocate of resource finding for individuals with barriers to housing, employment and education.</p>	<p>Fees for securing legal documentation (identification documents, birth certificates, social security cards etc.)</p> <p>Client assistance costs: (application fees, security & utility deposit, moving cost not exceeding two months of rent.</p> <p>Seattle residents must follow Seattle Rental Agreement Regulation Ordinance)</p> <p>Employment and education assistance (providing tools, training, and clothing)</p> <p>Rental, medical, utility debt; and utility deposit</p> <p>Furniture costs, front door cameras, and portable door locks.</p>	<p>Home or Vehicle purchases of any kind.</p> <p>Individual households may not exceed over \$2500/single adult, and \$5,000/family unless approved by a Program Specialist.</p> <p>Items ineligible by funding source.</p>
On-Site Program Operations	<p>24/7 comprehensive program operations including but not limited to intake, de-escalation, trauma informed, harm reduction, Narcan trained, CPR, and maintaining the safety</p>	<p>Competent at operating vehicular encampments including those serving people living in RV's and vans.</p> <p>Competent at working with participants who</p>	<p>Operating & maintenance costs.</p> <p>Staff wages and benefits.</p>	<p>No grantee(s) may use funds to make a deposit to a pension fund.</p> <p>Funds may not be used to fund reductions in net tax revenue.</p>

	<p>and security of residents and their belongings.</p> <p>Maintenance of hygiene and kitchen facilities (if shared), maintenance, trash pick-up, etc.</p> <p>Additional points will be given to applicants proposing to implement a peer-to-peer site management component.</p> <p>Coordination of CEA assessments** and HMIS; and</p> <p>Assistance and coordination with Support Services staff for Housing case management, and on-site coordination of partnering agencies (medical providers, food delivery, RV pump-out, etc.)</p>	<p>have been unsheltered for long periods of time with high levels of behavioral and physical health needs.</p> <p>Must document resident income and housing status.</p> <p>Staff must adhere to OSHA guidelines, have active CPR certification, have de-escalation and motivational interviewing skills.</p>	<p>Indirect costs up to 15% of total indirect expenses.</p> <p>Operating supplies (included necessary COVID cleaning and PPE supplies).</p> <p>Vehicle repair, supplies, ticket repayment funds, and propane.</p>	
<p>On-Site Behavioral Health & Support Services</p>	<p>Experience serving single adult or couple households, and/or survivors of gender-based violence.</p> <p>Provide substance use disorder treatment when residents are ready.</p> <p>Provide culturally relevant, trauma-informed mental health assessment and counseling through licensed professionals and</p>	<p>Competent at providing supportive and behavioral services within shelter and/or housing programs. Additional points will be awarded to applicants proposing to serve BIPOC, LGBTQ, people living with disabilities, immigrant/refugees and/or people living with substance abuse disorder.</p> <p>May require coordination with King County's behavioral</p>	<p>Operating and supply costs (included necessary COVID cleaning and PPE supplies).</p> <p>Staff wages and benefits.</p> <p>Indirect costs up to 15% of total indirect expenses.</p> <p>Vehicle repair, supplies, ticket repayment funds, and propane.</p>	<p>No grantee(s) may use funds to make a deposit to a pension fund; and</p> <p>Funds may not be used to fund reductions in net tax revenue.</p>

	<p>masters-level counselors.</p> <p>Housing case management, and on-site coordination of partnering agencies (medical providers, food delivery, etc.).</p>	<p>health and recovery division at DCHS.</p> <p>Experience working with participants who have been unsheltered for long periods of time with high levels of behavioral and physical health needs.</p> <p>Demonstrated ability to provide trauma-informed, housing first, culturally responsive services to create positive outcomes for low-income Black, Indigenous and People of Color (BIPOC) communities who historically have experienced oppression.</p>		
Site Development	<p>Provide a plot of land with zoning suitable for multiple RV's and vans.</p> <p>Land must be free from contaminants, include-roadway(s), drinkable water supply, sewage, and have connection/access to utilities;</p> <p>Develop property to include, at minimum: hygiene facilities, kitchen space(s), security and safety features, running water, etc.</p>	<p>Non-profit organization, cooperative, or a community land trust, or a faith-based organization;</p> <p>Purchases, owns or has access to property that meets the City of Seattle Siting Requirements;</p> <p>Grantee(s) may be required to have an archeological review, and/or consultation with Tribes and/or Department of Historical Preservation depending on the project being proposed.</p> <p>Grantee(s) are responsible for</p>	<p>Design, architectural, and engineering work;</p> <p>Building permits/fees;</p> <p>Archeological/historical review;</p> <p>Construction labor and materials;</p> <p>Demolition/site preparation;</p> <p>Capitalized equipment;</p> <p>Information technology infrastructure (cables and wiring);</p> <p>Construction management</p>	<p>Internal administrative activities;</p> <p>Mortgage or loan payments;</p> <p>Project management (from any source);</p> <p>Fundraising activities;</p> <p>Feasibility studies;</p> <p>Computers or office equipment;</p> <p>Rolling stock (i.e. vehicles);</p> <p>Lease payments for rental of equipment or facilities;</p>

		maintaining clear and accurate project records, Purchase and Sales Agreements, Deeds of Trust, and/or permits and making them accessible to KCRHA.	(from external sources only); Initial furnishings; Landscaping; and Indirect costs up to 10% of total indirect expenses*	Maintenance or operating costs; Property leases (including long term); and The moving of equipment & furniture, etc., between facilities.
--	--	--	---	---

* Federal Indirect Approved rates apply upon KCRHA's verification of approval.

** KCRHA is committed to systems transformation. The outreach and intake processes are subject to change from the current model once the shelter is operating and KCRHA determines a more equitable process.

IV. Requirements

RFP applicants must adhere to the following:

1. Minimum Eligibility Requirements

a. Agencies are required to meet the requirements found on [KCRHA's](#) website.

2. Data Collection, Evaluation and Performance Measures

- a. All funded agencies will participate in data collection through King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming.
- b. KCRHA will collaboratively establish and evaluate performance metrics with each grantee which will be incorporated into each Service Contract.

3. COVID-19 Safety Guidelines

a. Agencies are expected to adhere to current, appropriate safety protocols as outlined by [Seattle-King County Public Health](#), to prevent the spread of COVID-19. These protocols may include social distancing, wearing masks, hand washing, and sanitizing surfaces.

4. Duns number and Federal [System for Award Management](#) (SAM) registration in good standing.



**King County Regional Homeless Authority
Recreational Vehicle/Safe Lot RFP
APPLICATION
FOR
*Development, Operations and/or Services***

I. Instructions for Application(s)

Applications will be rated on the information requested in this RFP, a virtual tour/interview, and any clarifying information requested by KCRHA. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may not be rated.

Agencies are encouraged to apply for any program area for which they qualify. Development projects must integrate services, and/or operations. Please detail how you propose to provide services and/or operate the site you plan to develop.

Agencies are asked to complete one narrative application and budgets that describes how their agency meets the requirements of each of the selected program area(s) your agency is applying for. Additional points will be rewarded to applicants who can demonstrate how their services incorporate direction, authentic partnership, or feedback from people with lived experience of homelessness.

Required format for each submitted application:

- Typed, no more than 1700 character per section;
- Convert each narrative into a PDF file before uploading to KCRHA grant management system (Fluxx) for submission; and submit a Budget Narrative, and **both** Personnel and Program budgets;
- Submit Application page as an attachment under “Application Documents”;
- Sections A-E shall not be longer than 9 pages per program area (requested attachments will not count towards the page limit).

II. Questions & Rating Criteria

Upload a narrative response in Fluxx to sections A – E (Section G is not rated as a standalone category). Answer each section completely according to the questions. Do not exceed a total of 1700 characters for sections A – E (Section F, Attachment 2 and Section G do not count towards the page limit). Applications will be rated out of 100 points for the following criteria:

A. AGENCY EXPERIENCE (20 points)

1. Tell us about your agency’s history, experience, interest, and the current work you do related to each of your selected program area(s), and how you plan it will lead to exits to permanent housing.

2. What is your program's current or proposed service model? What changes have or would you make to develop and/or operate in a vehicular encampment setting?
3. What is the anticipated number of people who will be served in your proposed model? How many individuals? How many couples? How many vehicles? Do you anticipate serving an underserved population? If so, please explain.
4. Describe how your agency will operate the selected program(s) with COVID-19 safety protocols in place.
5. What geographic location(s) do you propose implementing your selected program area(s)?
6. Describe how your agency will ensure a customer-centered approach to the design and services of your proposed program area(s)?

Rating Criteria - A strong application meets all the criteria below.

- Applicant demonstrates experience and a logical plan to execute the core components of their selected program area(s) including an understanding and connection to race and social justice.
- Experience reflects history with building or operating and providing services that are focused on helping individuals gain safety, improve health, and address barriers to securing housing.
- Applicant has a logical, thorough plan to support vehicular encampment-based supportive and/or behavioral health services. Until such time that the KCRHA has developed and implemented a regional coordinated system, the Safe Lot facility funded by this PSA will draw referrals from, and report vacancies to current local systems in place during transition.
- Applicant provides detail about the anticipated number of people housed, number of vehicles, and anticipates serving an underserved population.
- Applicant has adjusted operations and service delivery to meet [Public Health Seattle-King County COVID-19 Standards](#).
- Applicant proposes to implement services in Seattle.
- Applicant is explicit on actions they will take to ensure a customer-center design to each program area(s) proposed.

B. STAFFING (15 points)

1. Describe the staff who will have a significant role in designing, delivering, and evaluating each program area(s) of interest. What will they be responsible for doing? What is the ratio of staff to participants?
2. Describe how your staffing model provides culturally relevant, trauma-informed support to residents?
3. How will you build the leadership capacity of BIPOC staff within your organization?

Rating Criteria - A strong application meets all the criteria below.

- Staff positions and qualifications are designed to meet the needs of residents.
- The ratio of direct-service staff to residents supports housing-focused services.
- Staff members within all positions and titles within the agency represent the race and ethnic background of those they serve.
- Applicants have a plan to build leadership capacity and opportunities for their BIPOC staff.

C. RACIAL EQUITY (20 points)

1. Describe how your agency uses strength-based approaches to empower BIPOC communities who experienced systemic oppressions and/or episodes of poverty? How did this approach support the global majority?
2. Describe how your agency supports and empowers the LGBTQ community, people living with disabilities, survivors of DV, immigrants/refugees, people living with substance use disorder, co-occurring disorders, people with criminal records, and/or people with limited English proficiency who have historically experienced systemic oppression.
3. Explain the successes and challenges you have had or anticipate having while providing cultural and language relevant services to diverse communities. How has your agency grown and adapted over time to best meet the racial diversity within Seattle, and how do you know you've accomplished this? Please provide an example of positive outcomes.

Rating Criteria - A strong application meets all the criteria below.

- Applicant has a strong history and experience working with and supporting low income BIPOC communities and individuals impacted by institutional racism and/or poverty.
- Applicant understands the historical and systemic nature of systemic oppression impacting the communities they propose to serve and proposes ways to undo these harms within their proposed program. Applicant demonstrates ethical decision making and the ability to be flexible with client centered needs for successful participant outcomes out of homelessness. Applicant explains their commitment to make changes over time to ensure residents are satisfied with their services and successfully transition to permanent housing.
- Applicant identifies how they assess and monitor resident satisfaction. This outcome must be measured through client exit interviews.

D. PARTNERSHIPS (20 points)

1. Describe how you will partner with program residents, community members, and/or other agencies to execute the proposed program area(s). What role will residents play in planning, implementation, and evaluating your work?
2. Describe your referral process and relationships with other providers that might benefit the service area(s) you are proposing?

Rating Criteria - A strong application meets all the criteria below.

- Applicant clearly describes who and how they will partner with program participants, community members and agencies in planning, implementation, and evaluation.
- Applicant has considered Rapid Rehousing partnership or Housing Choice Voucher partnerships and arrangement and identified value and potential challenges.
- Applicant successfully identifies community resources and connections that would logically benefit resident's living in their vehicles.

E. DATA AND FISCAL MANAGEMENT (15 points)

1. Describe your agency's experience or ability to collect and manage Homeless Management Information System (HMIS) data. (*This question does not apply to applicants only applying for development*)
2. Describe how your agency manages finances, including any financial systems you use. Are you financially able to provide services, track customer assistance, and submit invoices for reimbursement in a timely manner?
3. Describe your experience meeting reporting requirements for state, local, and/or federally funded programs.

Rating Criteria - A strong application meets all the criteria below.

- Applicant has previous experience or explains their knowledge and capacity to collect and manage HMIS data.
- Applicant adequately describes its revenue, financial health, and financial management system.
- Applicant can provide services and submit invoices for reimbursement, and cope with changes in funding support.
- Applicant has experience meeting reporting requirements with state, local and/or federally funded programs.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If the applicant lacks fiscal management capabilities, the applicant identifies its fiscal sponsor.

F. BUDGET & BUDGET NARRATIVE (10 POINTS)

Complete and upload the proposed Program and Personnel Budget (Attachments 2, tabs 1 & 2) for each program area you are applying for. Also, upload a Budget Narrative which provides a line-by-line overview and explanation of your methodology of each budget line item requested. Do not provide your total organization's budget. Costs should reflect the proposed activities and any

additional funding associated directly to the program area(s) being proposed. Budgets and budget narratives will not count toward the 9-page limit.

G. Virtual Tour/Interview (may supplement lost points in one or more of the categories above, but not rated as a standalone category)

Please indicate in Fluxx your availability for a 45-minute virtual tour/interview with your key program staff during the week of Monday, May 16, 2022 - Friday May 20, 2022. The KCRHA Procurement Coordinator will follow-up with the point of contact to arrange and confirm your appointment. Site visits are intended to help give each applicant the opportunity to express who they are as an agency and how they plan to execute the proposed program categories in this RFP. KCRHA will provide a virtual video link upon appointment confirmation. Applicants are strongly encouraged to participate on their phones or other mobile devices that allow interviewers to easily view the site and/or existing program space during the virtual visit.

III. Deadline & Completed Application Requirements

A. Application Submittal

1. Upload a completed and signed Application Cover Sheet (Attachment 1).
2. The application must include:
 - a. A completed narrative response to sections A. – E. (Sections F and G do not count towards the 9-page limit).
 - b. If you are proposing a partnership or subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative.
 - c. List of Board of Directors names and last three meeting minutes.

Completed applications are due by **April 28, 2022 at 5:00 PM PST**. Applications must be submitted in Fluxx at: [KCRHA Grants Management System](#). KCRHA advises completing the application documents several days prior to the deadline in case you encounter an issue with your internet connectivity, etc. KCRHA is not responsible for ensuring that applications are received by the deadline. KCRHA reserves the right to deny any applications submitted after the stated deadline.

B. Determination of a Completed Application

KCRHA conducts a screening after applications are submitted to verify application completeness and compliance. Please submit copies of the following documents if they are not already on file. Failure to upload all of the requested documents will result in an application denial.

Please upload all documents within the KCRHA grants management portal ([Fluxx](#)):

1. Current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. Most recent audit reports.
3. Most recent fiscal year-ending Form 990 report.
4. Current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to Master Service Agreement (MSA) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.
7. Proof of Federal [System for Award Management](#) (SAM) registration in good standing, if applicable.

IV. Checklist

Recreational Vehicle & Safe Lot RFP Housing Search, Operations, & Services

This checklist is to help you ensure your application is complete prior to submission, and to verify KCRHA's expectations. Please do not submit this form with your application.

HAVE YOU...

- Read and understand the following additional documents found on the [KCRHA website](#).**
 - Proprietary and Confidential Information
 - KCRHA's Agency Minimum Eligibility Requirements
 - KCRHA Master Service Agreement, with amendments
 - KCRHA HMIS Requirements
 - KCRHA Commitment to Funding Culturally Responsive Services
 - KCRHA Code of Ethics/Conflict of Interest Policy
 - KCRHA Contracting Requirements
 - KCRHA Funding Opportunity Selection Process
 - KCRHA Appeal Process
 - KCRHA Guiding Principles

- Completed and signed the required 1-page Application Cover Sheet? (Attachment 1)***
 - If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.

- Completed each section of the Narrative response for each program area(s) you are applying for?**
 - Must not exceed 9 pages (1700 character limit per field), single spaced.
 - Page count does not include the required forms and supporting documents requested in this funding opportunity.
 - Submitted materials are converted into a PDF file before uploading to KCRHA grant management system (Fluxx) for submission.
 - A completed narrative response addresses the following:
 - AGENCY EXPERIENCE (20 points)
 - STAFFING (15 points)
 - RACIAL EQUITY (20 points)
 - PARTNERSHIPS (20 points)
 - FISCAL MANAGEMENT (15 points)
 - BUDGET & BUDGET NARRATIVE (10 points)
 - VIRTUAL SITE VISIT AVAILABILITY

- Uploaded the following required documents into ([Fluxx](#))?**
 - Roster of your current Board of Directors
 - Minutes from your agency's last three Board of Directors meetings or comparable minutes as outlined in Section III of the application
 - Current Financial Statements - this consists of the Balance Sheet, Income Statement and Statement of Cash Flows; certified by the agency's CFO, Finance Officer, or Board Treasurer
 - Form 990

- 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? ***

**These documents do not count against the 9-page limit for the proposal narrative section.*

All applications are due to the King County Regional Homeless Authority **Thursday, April 28, 2022 at 5:00 PM PST**. See Section III for submission instructions.

King County Regional Homeless Authority Recreational Vehicle & Safe Lot RFP Application Cover Sheet

1. Application Program Categories (check all that apply):	<input type="checkbox"/> Development <input type="checkbox"/> Site Operations <input type="checkbox"/> Behavioral Health & Support Services <input type="checkbox"/> Housing Search
2. Households Served (check all that apply):	<input type="checkbox"/> Single Adults <input type="checkbox"/> Couples <input type="checkbox"/> Both
3. Populations Served: (check all that apply):	<input type="checkbox"/> BIPOC <input type="checkbox"/> LGBTQ <input type="checkbox"/> People living w/disabilities <input type="checkbox"/> DV survivors <input type="checkbox"/> Immigrants/refugees <input type="checkbox"/> People living with substance use disorder <input type="checkbox"/> People living w/co-occurring disorders <input type="checkbox"/> People w/a criminal record <input type="checkbox"/> People w/limited English proficiency
4. Proposed Seattle Based Location	<input type="checkbox"/> Downtown Seattle <input type="checkbox"/> South Lake Union <input type="checkbox"/> South Seattle <input type="checkbox"/> Other: _____
5. Applicant Agency:	
6. Agency Executive Director:	
7. Total Budget Request for each Program Category (enter all that apply):	Development: \$ _____ Site Operations: \$ _____ Housing Search: \$ _____ Behavioral Health & Support Services: \$ _____
7. Agency Primary Contact	
Name:	Title:
Address:	
Email:	Phone:
8. Organization Type	
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):	
9. Federal Tax ID or EIN:	10. DUNS #:
11. WA Business License #:	
12. Partner Agency (if applicable):	
Contact Name:	Title:
Address:	
Email:	Phone:
Description of partner agency proposed activities:	
Signature of partner agency representative:	Date:
<i>Form continues on second page</i>	

13. Authorized physical signature of applicant/lead agency

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