



KCRHA

King County Regional Homelessness Authority

2023 Severe Weather Shelter and Response Request for Proposal (RFP)

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SEVERE WEATHER SHELTER AND RESPONSE REQUEST FOR PROPOSAL (RFP) GUIDELINES

I. Summary

Introduction: The 2023 Severe Weather Shelter and Response RFP is looking to fund up to two (2) proposals from agencies interested in providing emergency shelter response to severe weather conditions for individuals and/or families experiencing unsheltered homelessness. This includes year-round activation for: extreme cold weather, excessive heat, and poor air quality due to smoke from regional fires. **KCRHA may offer up to \$200,118 towards this RFP.**

The intent of the Severe Weather Shelter and Response RFP is to enhance the continuum of comprehensive, person-centered, emergency response solutions, within the the City of Seattle. KCRHA expects to award the following:

- Up to two (2) awards

Centered in [KCRHA's Theory of Change](#), all proposals will be reviewed by a rating team of people with lived experience of homelessness, other community stakeholders, funders, and subject matter experts (SME's). The rating team will recommend proposals to be **funded beginning January 1, 2023**. Ongoing funding for the Severe Weather Shelter and Response RFP is based on budget availability and customer satisfaction with service provider/program performance. Application categories include:

- Immediate activation of a 24-hr severe weather shelter and response for single adults ages 18+ for individuals of all gender identities in Seattle; and/or
- Immediate activation of a 24-hr severe weather shelter and response for families with children in Seattle.

Applicants may propose to serve single adults, families with children, or both, based on the agency's capacity and expertise. The KCRHA welcomes proposals which involve specialized strategies that meet the unique needs of single adults, families, Black, Indigenous, People of Color (BIPOC), people living with disabilities, immigrants, and lesbian, gay, bisexual, transgender, questioning, queer, intersex, asexual, pansexual, and allies (LGBTQIA+) communities.

Applications: The deadline for submitting completed proposals is **Tuesday, December 6, 2022 by 11:59 pm, PST, through KCRHA's Grant Management System, Fluxx**. This funding process is competitive and open to any agencies that meet the KCRHA's [Agency Minimum Eligibility Requirements](#), and any additional requirements outlined in Section III.

Timeline*	
Funding Opportunity Released	Tuesday, November 15, 2022
**Information Session <i>(Note: participation and registration are highly recommended, but not required to submit an application. Please email RFP@kcrha.org if you have accommodation requests.)</i>	Thursday, November 17th, 2022 (virtual & recorded) 10am-11am, PST Google Meet joining info: Video call link: https://meet.google.com/ody-cpyp-zac Or dial: (US) +1 650-817-8916 PIN: 462 698 844# More phone numbers: https://tel.meet/ody-cpyp-zac?pin=6883708556294
Last Day to Submit Questions to RFP@kcrha.org	Tuesday, November 29, 2022
Application Deadline	Tuesday, December 6, 2022, by 11:59PM PST via Fluxx
Denial Notification (anticipated)	Friday, December 16, 2022
Award Notification (anticipated)	Thursday, December 22, 2022
Estimated Contract Start Date	Sunday, January 1, 2023

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

II. Background

Background

King County frequently experiences sustained cold and wet weather during winter months, typically November through March. Additionally, our region has experienced an influx of excessive heat waves and poor air quality due to smoke from wildfires during the summer months. These severe weather events are particularly dangerous for people experiencing homelessness, who often spend prolonged periods of time outside and unprotected from the elements. Exposure to these weather conditions, often with inadequate clothing and supplies, increases the risks of severe weather-related morbidity and mortality. These risks are further increased by a disproportionate burden of underlying medical and mental health diagnoses, which can also increase susceptibility to the dangers of cold and wet, extremely hot, or poor air quality exposure.

It is vital to formulate activation policies with the intent to mitigate risks for hypothermia and cold or hot-related negative health outcomes throughout the region's changing seasons, including temperatures that may not traditionally trigger a larger community-wide emergency response.

The KCRHA aims to proactively address extreme weather conditions with activation responses and contracting partnerships that keep people experiencing homelessness safe. Activation ranges from access to life-sustaining supplies, and can include opening of [indoor spaces](#) that meet Public Health Seattle-King County (PHSKC) [guidelines](#) for social distancing, air quality and infectious diseases, including COVID-19 [protocols](#). Other activation procedures include community notification, transportation, and site operations.

Funding Sources: KCRHA will use one fund source to support the projects awarded through this funding opportunity. The fund source includes the City of Seattle General Fund. Below is a breakdown of the total funding amount.

Fund Source(s)	Amount
City of Seattle General Fund	\$200,118
Total	\$200,118

III. Program Scope

Severe Weather Shelter and Response RFP

The outcome of this funding process is to create safe, dignified temporary emergency shelter(s), supplies, and referrals to unhoused adults and/ or families with children that seek respite from the elements, avoiding snow, smoke, extreme heat, and other severe weather events.

Additionally, the program will focus on assisting unsheltered single adults and families. Additional points will be given to proposals who address equity for BIPOC, LGBTQIA+ and individuals living with disabilities.

Services may be offered 24/7, including holidays, when severe weather activation is required. Successful proposals will be able to demonstrate the ability to ramp up their severe weather response no more than twelve (12) hours of being notified of activation requirements.

More program details can be found below:

Program Area(s)	Program Scope	Eligible Costs	Ineligible Costs
Severe Weather Shelter & Response – Single Adults	Provide a 24-hr response within 12 hours of activation of severe weather response for single adults 18+ years, of all genders, within Seattle.	<ul style="list-style-type: none"> - Personnel and fringe benefits - Hazard and holiday pay - Hotel/motel vouchers with on-site staffing 	<ul style="list-style-type: none"> - Construction costs - Capital Improvements
Severe Weather Shelter & Response – Families	Provide a 24-hr response within 12 hours of activation of severe weather response for families with children, including multigeneration, of all households, of all genders, within Seattle.	<ul style="list-style-type: none"> - Family and/ or single adult congregate shelter space - Family and/or single adult non-congregate shelter - Drop-in/day center - Meals/ snacks 	

		<ul style="list-style-type: none"> - Beverages - Life-preserving supplies - Sanitation supplies and services - Transportation 	
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Type of Severe Weather Type	Desired Responses Include:
Extreme Cold Weather	<p>Severe Weather Overnight Shelter:</p> <ul style="list-style-type: none"> -Provide a heated indoor space that’s accessible by public transport OR be able to staff such space if provided by partners; -Operate 24/7 shelter, including transportation, storage and sanitation of mats, blankets and/or cots; provision of food, and coordination with site management to optimize shelter experience for all stakeholders. -Participate in daily coordination calls with KCRHA and other regional partners
Excessive Heat	<ul style="list-style-type: none"> -Participate in daily coordination calls with KCRHA and other regional partners <p>Cooling Canopies:</p> <ul style="list-style-type: none"> - Coordinate with KCRHA and property owners (Parks Dept, Food Banks, etc) to access strategically-placed locations where individuals can walk up and cool off by misting fan or ice pack and receive cooling supplies such as popsicles, water, cooling towels, and sign up for housing resources. - Manage logistics: Procure, store and transport canopies, hydration/cooling supplies, food, first aid kits, furniture and misting fans to/from pop-up cooling locations. Secure the sites; have crowd management personnel and procedures; provide non-polluting mobile power if site is off-grid/have non-polluting back-up power if site is on-grid

	<p>Outreach:</p> <ul style="list-style-type: none"> - Provide targeted outreach to areas that are in resource gap areas – ie not near a KCLS or SPL location or any cooling center. Distribute heat mitigation/cooling supplies, information on safety during heat events, connection to housing resources.
<p>Poor Air Quality Due to Smoke from Regional Fires</p>	<p>-Participate in daily coordination calls with KCRHA and other regional partners.</p> <p>Smoke shelters: Provide indoor space with adequate air filtration and conditioning (MERV 13 filtration) OR staff and operate such space if provided by community partners. Manage a 24/7 shelter for the duration of the unhealthy air conditions including transportation, storage and sanitation of mats, blankets and/or cots; provision of food, and coordination with site management to optimize shelter experience for all stakeholders.</p> <p>Outreach: Distribute supplies to those sheltering in place, including KN95 masks, air filters, water AND information on the health effects of breathing smoky air, where to find indoor shelter, how to build an air filter, etc</p>

*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 KCRHA determines a more equitable process.

**KCRHA reserves the right to reopen an RFP if the # of applications are below 3 and/or the applications rated do not meet the minimum rating threshold of 70/100.

***Please contact the Procurement Coordinator for accommodation requests @: RFP@kcrha.org

IV. Requirements

Applicants must meet 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 awardee which will be included into each Project Service Agreement (PSA).

3. COVID-19 Safety Guidelines

- a. Agencies are expected to follow 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. (For non-profit applicants only) Duns number and Federal [System for Award Management](#) (SAM) registration in good standing.



Severe Weather Shelter and Response Request for Proposal (RFP)

APPLICATION

I. Instructions for Written Application(s)

Applications will be rated based on the information requested in this funding process, a financial review of your agency's fiscal documents, 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 reviewed nor rated.

Applicants may apply for funding which addresses a strategy to work with single adults, families, or both. Services must be able to be ready for activation by January 1st, 2023, to ensure a continuity of services.

The following format and documents are required for each application submitted to KCRHA's Grant Management System, Fluxx:

- No more than 1700 characters per question;
- Budget Narrative (PDF), and both Personnel and Program budgets (PDF), uploaded into Fluxx
- Current fiscal year's financial statements (Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer)
- Most recent audit report
- Most recent fiscal year-ending Form 990
- SAM registration
- 5013c status
- Application page as an attachment under "Application Documents"

Fluxx Submission Instructions:

- **If you have never completed a proposal with KCRHA, you must first set-up an account through [Fluxx](#).**
- After setting-up an account, login into your [Fluxx](#) account to locate the "Severe Weather Shelter and Response RFP". Follow Fluxx prompts and upload attachments. The Severe Weather RFP application will be available in Fluxx by Wednesday, November

30, 2022. In the meantime, you may complete your proposal using a Word document. Once complete, you may submit your full proposal and attachments through Fluxx.

- Upload a [Budget Narrative \(PDF\)](#), and both [Personnel and Program budgets \(PDF\)](#) before submitting to Fluxx. This feature will be available by Wednesday, November 30th. In the meantime, you may download the templates using the hyperlink above, scroll to “Budget Detail Forms - Required for All Proposals.”
- It’s advised that applicants gather the required documents and begin writing their proposals on a separate document before submitting their proposal through Fluxx.

II. Questions & Rating Criteria

Write a narrative response to sections A – E. Answer each section completely according to the questions. Do not exceed a total of eight (8) pages for sections A – E combined (Section F, and Attachment 2 do not count towards the page limit). Applications will be rated out of 100 points for the following criteria:

A. TELL US WHO YOU ARE (15 POINTS)

1. Explain your agency’s history, mission, cultural identity, and experience providing services you are proposing.
2. What is unique about your organization that should be considered when looking across similar applicants?
3. Are you able to begin the work you are proposing by January 1, 2023 (if needed)?
(Yes/No)
4. Do you have access to storage or warehouse space for emergency supplies (water, masks, sanitation supplies, beds, etc.)? (Yes/No)

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

- *Experience reflects a history of providing services that are focused on helping individuals gain safety, improve health and racial equity, and address barriers to securing housing.*
- *The agency effectively demonstrates unique features which are needed within the community and Continuum of Care through this funding process.*
- *Applicant demonstrates the ability to quickly ramp up their severe weather activation starting January 1, 2023.*
- *Applicant demonstrates the ability to secure severe weather-related supplies and storage space to keep on hand in case of an immediate activation.*

B. WHAT ARE YOU PROPOSING TO DO? (25 POINTS)

1. Explain what your organization is proposing to address each type of severe weather event listed in this RFP (cold/snow, excessive heat, poor air quality due to smoke).
2. Where will you carry out your proposed program(s)? (region, city, neighborhood(s), etc.)
3. Explain your ramp-up strategy for each type of severe weather activation?
4. Who will you serve and how many unduplicated households do you plan to serve annually?
5. What is the ratio of staff to participants throughout a 24-hour activation period?

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

- *Applicant has a logical, thorough plan to address the needs identified in this procurement process.*
- *Applicant has a clear strategy that makes sense for single adults, families, or both.*
- *Proposed program model involves a logical outreach and marketing strategy to ensure people experiencing unsheltered homelessness are aware of respite services being offered.*

- Applicants will gain extra points if proposing a location in South King County, North King County, Renton, or unincorporated King County.
- Proposal addresses how the applicant will provide referral to permanent housing and/ other community services.
- Applicant proposes to implement services within KCRHA's jurisdiction and/or target location(s).
- The ratio of direct-service staff to participants supports housing-focused services.
- Applicant clearly explains a timeline which aligns with a January 1, 2023, start date.
- Applicant provides detail about the anticipated number of people housed and staffing levels seem adequate for the model being proposed.

C. HOW IS YOUR WORK ADVANCING RACIAL EQUITY & SOCIAL JUSTICE? (25 POINTS)

1. Describe how your agency supports and empowers Black, Indigenous, and People of Color (BIPOC) communities who have historically experienced systemic oppression.
2. Describe how your agency will ensure access, safety, and inclusivity of space for LGBTQIA+ individuals and/ or families?
3. Describe how your agency will ensure access, safety, and inclusivity of space for 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 may need additional supports.

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

- Applicant demonstrates how they empower their customers' potential and demonstrates an understanding of the historical systemic forms of oppression which harm the communities they serve.
- Applicant has a strong history and/or commitment working with and supporting low income BIPOC communities and individuals impacted by institutional racism.
- The applicant has a clear understanding how to offer accessible, safe, inclusive services to individuals and families who may need special accommodations to meet their health and safety needs.

D. TELL US ABOUT YOUR PARTNERSHIPS (25 POINTS)

1. Describe if you plan to partner with other agencies or other community stakeholders (hotels, storage providers, transportation services, food providers, etc.) as part of the program you are proposing. How will your partnership work?
2. What role will customers/clients play in planning, implementation, and evaluating your proposed program area(s)?
3. Does your program budget reflect an equitable partnership? (Yes/No) Please explain.

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

- Applicant clearly describes who and how they will partner with other agencies and/or other community stakeholders to accomplish their proposed program.
- The proposal is cost effective in comparison to other proposals while also ensuring livable wages for staff, holiday pay, hazard pay, and or other pay incentives which compensate staff fairly.
- Applicant effectively communicates how they 'share power' and respond to customer/client feedback by including customer/client voice in their planning, decision making, implementation, and evaluation of services.
- Applicant's budget and explanation reflects a partnership which is not exploitative or disproportionately financially rewards one organization more than the other.

E. TELL US ABOUT YOUR DATA AND FISCAL MANAGEMENT PRACTICES (5 POINTS)

1. Describe your agency's experience or ability to collect and manage Homeless Management Information System (HMIS) data.

2. What is your agency's experience gathering and reporting on programmatic data? If your agency has limited experience in gathering and reporting on program data, please describe your capacity-building needs in this area.
3. Describe how your agency manages finances, including any financial systems and controls in place.

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 has experience or can meet reporting requirements with locally funded programs.
- Applicant adequately describes its revenue, financial health, and financial management system.
- 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 applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

F. HOW MUCH FUNDING IS NEEDED, WHY? (5 POINTS)

Complete the Proposed Program and Personnel Budgets (Attachment #2, tabs 1 & 2) for each program area you are applying for (single adults and or families). Do not provide your agency's total budget. Costs should reflect the proposed activities and any additional fund sources directly related to the program area(s) being proposed. In addition to Attachment #2, complete a budget narrative which addresses the questions below. Attachment #2 will not count toward the eight (8) page limit.

1. Describe each budget item you are requesting and how you plan to use it.
2. Is there any other project funding/revenue or income received from other sources for the proposed program(s) (individual, government, foundation, fees for service, volunteers, etc.)? (Yes/No) If yes, please include each additional fund source in separate columns on Attachment #2.

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

- Staff positions and qualifications are designed to meet the needs of its customers.
- Applicant explains each budget item and its use clearly. Budget items seem logical and cost effective in comparison with other proposals.
- If funds are being used from other sources, the applicant clearly lists the fund source(s) and budget allocations are clearly explained.

III. Deadline & Completed Application Requirements

A. Application Submittal

1. A completed and signed Application Cover Sheet (Attachment #1).
2. The application must include:
 - a. A completed narrative response to sections A. – F. (Budget templates do not count towards the eight (8) 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.
 - d. All required supplemental fiscal documentation.

Completed applications are due by **Tuesday, December 6, 2022, no later than 11:59pm, PST**. Applications must be submitted via Fluxx. Faxed, hand delivered, or mailed applications will not be accepted. KCRHA suggests submitting application documents in Fluxx several hours prior to the deadline in case you encounter an issue with the system, 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 screens each complete application that is submitted on time. For applicants that are determined “complete”*, KCRHA will request copies of the following documents if they are not already on file:

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 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.
5. Proof of federally approved indirect rate, if applicable.
6. Proof of Federal [System for Award Management](#) (SAM) registration in good standing, if applicable.

* If awarded, KCRHA will require a current certificate of commercial liability insurance. The agency’s insurance must conform to Master Service Agreement (MSA) requirements by the start of the contract. KCRHA will request verification upon each RFP award, during contract development.

IV. Application Checklist

Severe Weather Shelter and Response Request for Proposal (RFP)

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](#)

- Completed and signed the 1-page Application Cover Sheet? (Attachment #1, upload in Fluxx)**
 - 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? (Enter narrative response for each question in Fluxx)**
 - TELL US WHO YOU ARE (15 points)
 - WHAT ARE YOU PROPOSING TO DO? (25 points)
 - HOW IS YOUR WORK ADVANCING RACIAL EQUITY & SOCIAL JUSTICE? (25 points)
 - TELL US ABOUT YOUR PARTNERSHIPS (25 points)
 - TELL US ABOUT YOUR DATA AND FISCAL MANAGEMENT PRACTICES (5 points)
 - HOW MUCH FUNDING IS NEEDED AND WHY? (5 points)

- Attached the following supporting documents?*** (Each attachment, upload 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 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
 - Most recent audit reports
 - Current verification of nonprofit status or evidence of incorporation or status.
 - Your agency must have a federal tax identification number/employer identification number.
 - Proof of federally approved indirect rate, if applicable.
 - Proof of Federal [System for Award Management](#) (SAM) registration in good standing.

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

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

All applications are due to the King County Regional Homelessness Authority **No later than Tuesday, December 6, 2022 by 11:59pm, PST.** See Section III for submission instructions.

**King County Regional Homelessness Authority
Severe Weather Shelter and Response RFP
Application Cover Sheet**

1. Applicant Agency:			
2. Households Served (check all that apply):	<input type="checkbox"/> Single Adults <input type="checkbox"/> Families <input type="checkbox"/> Both		
3. How many people do you plan to serve annually?	# Single Adults # Families # Both		
4. Does your proposal address a response to each type of severe weather incident?	<input type="checkbox"/> Extreme Cold <input type="checkbox"/> Excessive Heat <input type="checkbox"/> Poor Air Quality		
5. When can you start offering services?			
6. Proposed Location(s):			
7. Agency Executive Director:			
8. Total Amount being requested:			
9. Agency Primary Contact			
Name:		Title:	
Address:			
Email:		Phone:	
10. Organization Type:			
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):			
11. Federal Tax ID or EIN:		12. DUNS #:	
13. WA Business License #:			
14. Partner Agency (if applicable):			
Contact Name:		Title:	
Address:			
Email:		Phone:	
Signature of partner agency representative:			Date
Authorized physical signature of applicant/lead agency			
<i>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.</i>			
Name and Title of Authorized Representative:			
Signature of Authorized Representative:			Date