**2023 Geographic-Based Outreach
Request for Proposal (RFP)
REVISED 2.24.23
(changes in red)**

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REQUEST FOR PROPOSAL (RFP)
GUIDELINES

I. Summary

Introduction: The 2023 Geographic-Based Outreach RFP is looking to fund proposals from qualified agencies interested in developing an outreach system that is customer-centric and focused on moving unsheltered individuals and families into shelter and/or housing. This RFP requires the awarded agency/agencies to provide geographic coverage of all regions across the City of Seattle, engage those living in places not meant for habitation such as encampments vehicles, RV's, parks, and right of ways, etc. (whether one or many individuals), vehicles, RV's, parks, right of ways, and other locations not intended for human habitation. A separate funding competition later in 2023 will award funds to provide homelessness outreach services that are tailored to serving specific sub-populations, including youth and young adults, Native Americans, and people with acute behavioral health needs. Outreach efforts are systematic, coordinated and comprehensive, requiring collaboration among multiple stakeholders. Knowledge of and engagement with all partners implementing outreach efforts lead to a more strategic use of resources and more comprehensive coverage and identification of all people experiencing unsheltered homelessness. Agencies will be required to perform site assessments, collecting by name list and housing needs assessments, coordinate resources, refer clients to appropriate resources, and facilitate connections to shelter and housing options. The Geographic-Based Outreach RFP will be performance based to ensure that service is being achieved within Agency/Agencies outreach engagements, and meeting outcomes specified in Homeless Management Information System (HMIS) data and reporting requirements. Agencies will be required to provide quarterly reports which meet the minimum outreach reporting requirements recorded in HMIS to KCRHA. **KCRHA may offer up to $3.9 million dollars towards this RFP**.

The intent of the Geographic-Based Outreach RFP is to enhance the continuum of comprehensive, person-centered, housing first solutions, within the City of Seattle. KCRHA expects to award the following:

- Up to two (2) awards for each geographic area in Seattle, though an agency could receive awards for multiple geographic areas and/or to provide outreach to both tent and vehicle residents.

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

- **Geographic-Based Outreach for individuals and families.**

The result of this RFP will ensure full geographic coverage for outreach services across the city of Seattle. Applicants are required to provide services within one or more designated geographic regions. Each applicant will rank their preferred regions to conduct outreach services in priority order. Currently, six (6) geographic regions are envisioned, though regions could be changed based on the applications received. These regions include (see Table 1 in Section III):

- Region A: (Northwest Seattle, Pioneer Square to Magnolia),
- Region B: (North and Northeast Seattle),
- Region C: (West Seattle and South Park),
- Region D: (Southeast Seattle and Georgetown),
- Region E: (Central Seattle), and
- Region F: (Chinatown-International District).

Applicants must rank their order of preference for each region as their assigned area and indicate if there are portions of Seattle they are unwilling to offer services. Applicants that present the ability to serve any part of Seattle, especially historically underserved areas, may have the opportunity for a larger award to incentivize equitable delivery of outreach services across all of Seattle. KCRHA may revise these initial regions at its discretion, especially to ensure coverage of all of Seattle or needing to balance the expected scale of camping in each area.

Applications: The deadline for submitting a completed proposal is **Monday, March 21, 2023, by 11:59 pm, PST, through KCRHA's Grant Management System, Fluxx.** This funding process is 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 (Draft)	Friday, February 10, 2023
Public Comment Period (submit comments by February 17, 2023)	February 13, 2023 - February 17, 2023 Link to Public Comment Form: https://app.smartsheet.com/b/form/9d053566a3de4abb9c1a5865586b79f3
Funding Opportunity Released (Draft)	Tuesday, February 21, 2023
Final Funding Opportunity Released (with public comments)	~~Tuesday, February 21, 2023~~ Friday, February 24, 2023

Information Session *(Note: participation and registration are highly recommended, but not required to submit an application. Please email RFP@kcrha.org if you have accommodation requests.)*	Friday, February 24, 2023 (virtual & recorded) 11am-12pm, PST. Zoom Meeting joining info: Video call link: https://www.zoomgov.com/meeting/register/vJItfumrqj8uGs0VCgRhDvPxo3HghI_u_io
Last Day to Submit Questions to RFP@kcrha.org	~~Friday, February 22, 2023~~ Friday, March 3, 2023
Application Deadline	Tuesday, March 21, 2023, by 11:59PM PST via Fluxx
Denial Notification (anticipated)	Friday, March 31, 2023
Appeals Due	Friday, April 7, 2023
Award Notification (anticipated)	Wednesday, April 12, 2023
Estimated Contract Start Date	June 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 website under, 'Funding Opportunities'.
**Please contact the Procurement Coordinator for accommodation requests @: RFP@kcrha.org

RFP 15 V.2, June 2022 Guidelines and Application Document

II. Background

Background: Outreach is a critical part of the homelessness emergency response system which will dramatically reduce homelessness in our region. To understand everyone's specific needs, service providers must develop relationships with individuals experiencing homelessness using a person-centered, trauma-informed, compassionate approach to outreach and engagement with people experiencing homelessness. However, the current outreach system is fragmented and does not provide enough options for outreach workers to provide geographic coverage of places where unhoused residents reside. As a result of the current system's limitations, outreach services do not address the diverse needs of people living unsheltered, nor are outreach workers equipped with the tools they need to effectively provide services and accomplish effective outcomes, such as permanent housing placements. Due to these factors, there is an increasing need for an outreach system that results in more comprehensive and customer focused services.

Fund Sources: KCRHA uses various fund sources to support the projects awarded through funding opportunities. The fund source(s) for this RFP includes new and existing funding from the City of Seattle. Below is a breakdown of the total funding amount.

KCRHA anticipates funding requests to be similar in amount per geographic region being served, however, we also recognize the need for flexibility for agencies to determine a funding floor (lowest amount necessary to perform services) and funding ceiling (highest amount necessary to perform services) based on their proposed scope of work and resources needed in each area. To ensure equity, KCRHA is not defining a funding floor or ceiling for this RFP.

Fund Source(s)	2023	2024
City of Seattle (2023 general fund), ongoing funding HSD-035-C-001-2023	*$811,976	$811,976
City of Seattle (HSD-031-A-001-2023), ongoing funding for Chinatown/International District Outreach)	$220,000	$220,000
City of Seattle (HSD-034-B-001-2023), one-time funding	$62,767	$0

Existing funding for homelessness outreach and vehicle residency outreach	**$1,621,368	$2,779,488
Total award amount up to:	**$2,716,111**	**$3,811,464**

* Reflects the maximum amount of funds available. The final amount of expanded funding may change.
**Reflects prorated 2023 award amount for the number of months services will be provided.

~~Fund Source(s)~~	~~Amount~~
~~City of Seattle (2023 general fund), ongoing funding~~ HSD-035-C-001-2023	~~$811,976*~~
~~City of Seattle (~~HSD-031-A-001-2023~~), ongoing funding for Chinatown/International District Outreach)~~	~~$220,000~~
~~City of Seattle~~ (HSD-034-B-001-2023)~~, one-time funding~~	~~$62,767~~
~~Existing funding for homelessness outreach and vehicle residency outreach~~	~~$2,779,488**~~
~~Total Funding Amount~~	~~$3,874,231~~

~~* Reflects the maximum amount of funds available. The final amount of expanded funding may change.~~
** Reflects annualized amount beginning in 2024. 2023 awarded amount will be prorated for the number of months services will be provided.

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III. Program Scope

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Program Scope of Work: The outcome of this funding opportunity is to create an outreach system that is more responsive to the needs of individuals and families by creating streamlined outreach services that work together to move people into housing. The resulting system will seek to ensure all people living unsheltered or in places not meant for human habitation receive assistance and connections to resources based upon their needs. KCRHA is committed to serving people throughout the entire City of Seattle, therefore, through this funding process, successfully awarded service providers will choose assigned geographic areas to perform their outreach services to ensure unsheltered residents throughout the Greater Seattle area are served.

Additionally, the program will focus on assisting unsheltered single adults and families, with the ability to collaborate with service providers, including outreach agencies, who offer specialized services for youth and young adults or other specific populations. Additional points will be given to applicants who are able to provide services within any of the regions outlined, as well as applicants who can clearly demonstrate how they plan to address equity for BIPOC, LGBTQIA+ and individuals living with disabilities. Furthermore, KCRHA is committed to pay equity, and therefore expects to award proposals that include salaries that are livable and ~~will lead to actual employment, (economic empowerment)~~ competitive with other positions, industries, and sectors.

The below chart shows what successful applicants shall provide as part of their outreach services.

Program Area(s)	Program Scope	Eligible Costs
Geographic - Based Outreach Services	**Provide Geographic-Based Outreach including:** ● **Geographic Assignments**: Establish and maintain relationships and information for residents at all encampments and other locations not meant for human habitation in an assigned region. Agencies would have this responsibility for residents at all locations in their assigned region, but prioritization of ~~encampments~~ locations for housing or shelter supports	● Personnel and fringe benefits ● Operating costs ● Supplies ● Electronic equipment for outreach workers such as: (smartphones, tablets, etc.) ● Staff pay incentives ● COVID safety supplies ● Flexible client assistance ● Move in costs

	would likely require the agency to concentrate resources on particular encampments or other locations for limited periods with less intense work in other parts of their assigned area. Agencies would collaborate to ensure continuation of care across assigned regions as individuals cross those boundaries. ● **Separation of Tent and Vehicle Engagement**: For each geographic area an agency focusing on ~~tent~~ residents a variety of places not suitable for human habitation (e.g., tents) and an agency focusing on vehicle residents will be selected, though the same agency may be selected to provide outreach to both populations in the designated area. ● **Collaboration with Population Specific Providers**: Collaborate with population specific outreach agencies to provide services if an individual needs tailored outreach. ● **Coordinate:** Coordinate with a jurisdiction and other agencies on an ongoing basis, ~~with~~ at times, intensive coordination at a particular location may be necessary due to plans by a jurisdiction that is planning to clear out an encampment or other location not meant for human habitation. ● **Engagement:** Identify, report, and conduct regular and	

	ongoing outreach up to 30- 40 hours a week. Agencies must have expertise and willingness to enter areas with drug use, drug dealing, incidents of violence, and people with significant untreated behavioral health conditions.	
	● **Opt-in Presence After Posting Encampment Removals**: Agencies may designate their willingness to provide outreach services for people experiencing homelessness at encampments once notice is provided that camping is no longer permitted but when, at the time such notification is posted, not all individuals at the encampment (or other prioritized location) already have a housing or shelter placement that they will be imminently entering. **Additional funds will be awarded to agencies proposing to opt-in.**	
	● **Life and Limb Hazards**: Agencies will be expected to engage with unsheltered individuals who face imminent risk of a serious or life-threatening injury to assist those individuals voluntarily relocating or moving into housing or shelter.	
	● **Harm Reduction and Interim Survival Supports:** Support harm reduction and interim survival strategies for unsheltered neighbors, including collaborating with	

	municipal services and other providers to address concerns such as trash accumulation, risks of overdose, and human waste.	
	● **Serve as a Community Liaison:** Establish relationships with local service providers, community organizations, local businesses, other groups and agencies that interact with unhoused residents, and closely impacted community residents; and serve as a liaison and source of information regarding ~~encampment engagement~~ engagement at a location, including engaging those partners in creating solutions and making them aware of larger dynamics that may impact the response to a location.	
	● **Needs Assessments and By-Name Lists**: Identify the service and housing needs of each unsheltered individual for incorporation into a by-name list either county-wide or for a specific encampment or other location not meant for human habitation.	
	● **Engage with Unsheltered and Unhoused Residents**: Engage people in services, including referrals to housing and shelter, and maintain active contact with participants.	
	● **Service Coordination**: Collaborate with other	

		homelessness service providers to streamline engagement and holistically serve unsheltered individuals.	
		• **Collaborate with KCRHA and City of Seattle**: Participate in ongoing evaluation and collaboration with city staff and community partners.	

		• **HMIS Data Entry**: ~~Routinely input~~ Input all required data and measures into the Homeless Management Information System (HMIS) and submit the regular reports required by KCRHA, including:
		   o Coordinated entry enrollment;
		   o Location of initial outreach (geo located);
		   o Demographic information for participants;
		   o Number of clients in program;
		   o Exits from "outreach" status into housing/shelter;
		   o Referrals made to shelter that were assessed to meet the client's needs, including date of referral and reason the referral did not result in a connection to shelter;
		   o Reason for declining an offered shelter bed, if applicable.
		   o Instance of service provision, such as:
		      o Connection to BH services;
		      o Public benefits enrollment;	

| | | Provision of harm reduction supplies (including educational materials) Narcan training and distribution; Help obtaining identification; Connection to medical services i.e., Wound pack distribution; Support for cultural well-being; Language support service Referral to employment or job advancement services; Completion of housing and service needs assessment as applicable | |

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 based on the data and reporting expectations outlined above, 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.

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 <u>not</u> be reviewed nor rated.

This RFP anticipates primarily serving single adults, who are the predominant group of unsheltered individuals. However, applications should anticipate encountering families, youth, and young adults in encampments who will require services. KCRHA anticipates making new awards for population-specific outreach, including youth and young adults, through a separate funding opportunity. Services must be able to be ready to begin by **June 1, 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 reports
- Most recent fiscal year-ending Form 990
- SAM registration
- Proof of 501c3 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 "Geographic-Based Outreach RFP". Follow Fluxx prompts and upload attachments.
- 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). Additional points (10) will be given to applicants that are willing to serve any geographic area, specifically regions that are historically underserved. 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. What experience and expertise does your organization possess for delivering person-centered, trauma-informed homelessness outreach services and communicating with the community both within and around an encampment and other locations not meant for human habitation?
4. What experience and expertise does your organization possess for providing harm reduction services, including related to behavioral health needs and conflict de-escalation? Does your agency have expertise and willingness to enter areas with drug use, drug dealing, incidents of violence, and people with significant untreated behavioral health conditions?
5. Are you able to begin the work you are proposing by June 1, 2023 (if needed)? (☐Yes/☐No). If not, please explain and include a start date.

Rating Criteria - A strong application meets all the criteria below.
- *Experience reflects a history of providing the program scope of work listed above and services that are focused on helping individuals obtain services, improve 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 outreach services starting June 1,2023.*

B. WHAT ARE YOU PROPOSING TO DO? (25 POINTS)
1. Explain how your organization is proposing to address unsheltered homelessness using a geographic-based outreach approach that will include locations with drug use, drug dealing, incidents of violence, and people with significant untreated behavioral health conditions.
2. Describe how your organization will carry out each of the program areas outlined above.
3. Does your proposal envision an interdisciplinary field team or include staff with varying expertise and skills to address a broad range of needs?

4. Where will you carry out your proposed service(s)? What region(s)? (include regional preferences that are identified in the RFP Guidelines.)
5. Are there any regions your agency is unwilling to serve? If yes, please explain.
6. Explain your ramp-up strategy.
7. Who will you serve and how many unduplicated individuals/households do you plan to serve annually?
8. What is the ratio of staff to participants you anticipate?

Rating Criteria - A strong application meets all the criteria below.
- *Applicant articulates clear plans for carrying out each of the service areas outlined above.*
- *Applicant has a logical, thorough plan to address the needs identified in this procurement process.*
- *Applicant has a clear strategy that makes sense for individuals in tents, vehicles, or both.*
- *Applicant clearly describes their willingness to opt-in to provide outreach services to unsheltered residents at encampments.*
- *Applicant clearly identifies what regions they are willing and/or unwilling to provide services.*
- *Proposed program model involves a logical geo-outreach strategy to ensure people experiencing unsheltered homelessness are aware of services being offered.*
- *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 preferred region(s).*
- *The ratio of direct-service staff to participants supports housing-focused services.*
- *Applicant clearly explains a timeline which aligns with a June 1, 2023, start date.*
- *Applicant provides detail about the anticipated number of people housed and staffing levels and compensation that seem adequate for the model being proposed.*

C. HOW IS YOUR WORK ADVANCING RACIAL EQUITY & SOCIAL JUSTICE? (20 POINTS)

1. Describe how your agency supports and empowers Black, Indigenous, and Communities of Color (BIPOC) that have historically experienced systemic oppression and housing discrimination.
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.
4. Explain how your agency provides culturally relevant services and supports your clients' spiritual well-being.

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.*
   ● *Applicant demonstrates how they provide culturally relevant services including support for spiritual and cultural well-being.*

D. TELL US ABOUT YOUR SERVICE CONNECTIONS AND PARTNERSHIPS (15 POINTS)
1. Describe how your agency plans to act as a community liaison, and collaborate with population specific providers, make connections to advance treatment, housing, and shelter supports to ensure unsheltered individuals will have access to the housing, shelter, treatment, and other service options they indicate they need.
2. What role will customers/clients play in planning, implementation, and evaluating your proposed program area(s)?
3. Does your proposed budget reflect equitable pay for all proposed partnerships included in your proposal? (☐Yes/☐No/☐N/A)
Please explain.
4. Do your proposed personnel and operating budgets reflect equitable pay to ensure successful outcomes? (☐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.*
● *Applicant's budget and explanation reflects personnel pay and structure which supports equity and outcomes.*

E. TELL US ABOUT YOUR DATA AND FISCAL MANAGEMENT PRACTICES (20 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 articulates willingness and the ability to provide the data components outlined in the RFP above.*
- *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~~ your program's proposed budget in 2023 and 2024. ~~program area you are applying for (i.e., the budget for each geographic area proposed and whether the focus is tent encampments (and other locations not meant for human habitation), vehicle residents, or both)~~. Provide a 2023 budget reflecting the prorated amount for services rendered June 1, 2023 - December 31, 2023 (denoting when costs are one-time rather than ongoing in your budget narrative), and a 2024 annualized budget reflecting the amount needed for ongoing services January 1, 2024 - December 31, 2024 based on funds available through this RFP. 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. KCRHA anticipates applications to propose salaries and benefits commensurate with the difficulty of work that personnel will undertake and that will minimize vacancies and turnover. 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. Denote any start-up costs in 2023 which may be one-time versus ongoing.
3. 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, salaries and qualifications are designed to meet the needs of its customers and properly resourced.*
- *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 1700 character 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, March 21, 2023, 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

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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. Please verify your application is complete by checking below.

☐ **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? (20 points)
☐ TELL US ABOUT YOUR PARTNERSHIPS (15 points)
☐ TELL US ABOUT YOUR DATA AND FISCAL MANAGEMENT PRACTICES (20 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 <u>collaboration</u> 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, March 21, 2023 by 11:59 pm, PST.** See Section III for submission instructions.

Attachment #1
Application Cover Sheet

1. Applicant Agency:	
2. Households Served (check all that apply):	☐ Single Adults ☐ Families ☐ Both
3. How many people do you plan to serve annually?	# Single Adults # Families # Youth
4. Rank your preferred geographic location(s) (#1 being the most preferred, #6 being the least)	☐ Region A ☐ Region B ☐ Region C ☐ Region D ☐ Region E ☐ Region F ☐ No preference
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:
☐Non-Profit ☐For Profit ☐Public Agency ☐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:
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:

RFP 15 V.2, June 2022 Guidelines and Application Document

Signature of Authorized Representative:	Date: