



**KCRHA**

King County Regional Homelessness Authority

**2023 Rental Assistance Fiscal Agent  
Request for Proposal (RFP)**

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# Rental Assistance Fiscal Agent REQUEST FOR PROPOSAL (RFP)

## GUIDELINES

### I. Summary

**Introduction:** The Rental Assistance Fiscal Agent Services RFP intends to fund **one (1)** proposal from a qualified proposer to provide ongoing payment of rental assistance and incentives to landlords. **KCRHA may offer up to 10% of indirect rate costs associated with the service, or federally approved indirect cost rate towards this project.**

The intent of this funding opportunity is to enhance the continuum of comprehensive, person-centered, housing first solutions, across King County. 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 May 1, 2023**. Ongoing funding for the award is based on budget availability and customer satisfaction with service provider and/or program performance.

Application categories include:

- **Rental Assistance Fiscal Agent Services**

Applicants are required to have demonstrable experience administering large sums of local and federal assistance dollars, and adequate infrastructure and financial systems in place to provide immediate rental payments and fiscal services in a timely manner. The successful proposer for this RFP may be contracted and required to manage up to \$10,000,000 (ten million dollars) in federal and/ or local rental assistance payments and landlord incentives. This funding opportunity is open to both nonprofit and for-profit organizations.

**Applications:** The deadline for submitting completed proposals is ~~Friday, March 3, March 10,~~ **Monday, March 13, 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.

<b>Timeline*</b>	
Funding Opportunity Released	Thursday, February 9, 2023
Fluxx Launch Date (See Fluxx submission instructions on page 9.)	Friday, February 10, 2023
<p><b>**Information Session</b>  <i>(Note: participation and registration are highly recommended, but not required to submit an application. Please email <a href="mailto:RFP@kcrha.org">RFP@kcrha.org</a> if you have accommodation requests.)</i></p>	<p><del>Monday, February 13,</del>  <b>Wednesday, February 15, 2023</b> (virtual &amp; recorded)            10am-11am, PST.</p> <p><b>Zoom Meeting Link info:</b>  <b>Video call link:</b>  <a href="https://www.zoomgov.com/meeting/register/vJlSdO2rqDwoE92XS13rYgxjy94VVliIAmU">https://www.zoomgov.com/meeting/register/vJlSdO2rqDwoE92XS13rYgxjy94VVliIAmU</a></p>
Last Day to Submit Questions to RFP@kcrha.org	<p><del>Wednesday, February 15, 2023</del>  <b>Tuesday, February 21, 2023</b></p>
Application Deadline	Friday, March 10, <b>Monday, March 13, 2023</b> by 11:59PM PST via Fluxx
Denial Notification (anticipated)	Monday, March 20, 2023
Award Notification (anticipated)	Monday, March 27, 2023
Estimated Contract Start Date	Monday, May 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](http://www.kcrha.org) website under, 'Funding Opportunities'. \*\*Please contact the Procurement Coordinator for accommodation requests @: [RFP@kcrha.org](mailto:RFP@kcrha.org)

## II. Background

### Background

The provision of rental assistance is an essential component of affordable housing programs that work to prevent homelessness and other hardships. Housing is the cornerstone from which people and families can begin to maintain and rebuild their stability and self-sufficiency.

**Funding Sources:** Funding opportunities awarded by KCRHA are supported by various fund sources. A breakdown of the funding amount and the funding sources for this project is provided below. Payment for all services provided in accordance with provisions under this RFP shall be contingent upon the availability of funds for these services.

Fund Source(s)	Amount
Coronavirus State and Local Fiscal Recovery Funds (CLFR)	Up to 10% of indirect rate costs

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

\*\*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](mailto:RFP@kcrha.org)

### III. Program Scope

The successful proposer shall provide fiscal administration and documentation services, on behalf of KCRHA, including:

- Issue timely payments to landlords as agreed upon and authorized in writing by KCRHA in advance of payment;
- Maintain and submit on behalf of KCRHA all financial records relating to disbursements made from the Fiscal Agent, including maintaining detailed records of:
  - All issued funds,
  - All remittance; and
  - The accounting of all funds issued annually.

Additional program details:

Program Area(s)	Program Scope	Eligible Costs	Note:
Rental Assistance Fiscal Agent Services	Provide Rental Assistance Fiscal Agent Services on behalf of KCRHA, including: <ul style="list-style-type: none"> <li>● Administration and documentation of incentive payments (payments to private market landlords, pursuant to a signed memorandum of agreement, to hold housing units for up to 30 days and waive certain applicant screening criteria),</li> <li>● The administration and accounting of up to \$10 million in move-in costs (deposit, fees, etc.) and subsequent rental payments, estimated at 75 timely transactions per month in month 1 and 600 per month in month 8, with turnaround time of 1 day on new payments, upon</li> </ul>	<ul style="list-style-type: none"> <li>● Supplies needed to administer this service (postage, checks, etc)</li> <li>● Operating Costs (the cost, or a portion of the cost for rental space used to perform the services, equipment etc,)</li> <li>● Personnel (accounting staff, landlord liaison, etc)</li> <li>● Indirect costs associated with this service (up to 10% de minimis rate or federally approved indirect cost rate.</li> </ul>	<ul style="list-style-type: none"> <li>● A successful proposer will effectively demonstrate their ability to administer the service in the most reliable, cost-effective manner.</li> </ul>

Program Area(s)	Program Scope	Eligible Costs	Note:
	<p>verification of complete documentation.</p> <ul style="list-style-type: none"> <li>• Administer and account for all utilities and other occupancy costs.</li> <li>• Funds shall be remitted electronically or via check directly to the landlord, utility company or other vendor on behalf of the housed individual, at the direction of KCRHA. No payments shall be made directly to residents themselves.</li> <li>• Maintain files that document the services provided for the purpose of tracking and reporting objectives and outcomes.</li> </ul>		

## IV. Requirements

**Applicants must meet the following:**

### **1. Minimum Eligibility Requirements**

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

### **2. Data Collection, Evaluation and Performance Measures**

- a. Although this contract will not have a direct data entry requirement into King County Homeless Management Information System (HMIS), All funded agencies will participate in a monthly reconciliation of payments with the program participant record in the King County Homeless Management Information System (HMIS).

- b. **Process Objectives** - KCRHA will develop process objectives to describe expectations of the quantity and quality of services provided.

Service objectives may include:

- Time from request to fund issue date;
- Number of unduplicated recipients of funds;
- Completeness of payment records.

- c. Outcome Objectives - KCRHA may develop outcome objectives to measure the change in the system and/or individuals served by the system, and/or community as a result of the service

### **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.**



# 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.

Services must be able to be ready to launch by **May 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
- Verification 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 "Rental Assistance Fiscal Agent Services RFP". Follow the Fluxx prompts and upload attachments.
- The Rental Assistance Fiscal Services RFP application will be available in Fluxx by **Friday, February 10, 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 Friday February 10th. 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 the landlord payment processing services you are proposing.
2. What is unique about your organization that should be considered when looking across similar applicants?

#### ***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.*

### B. WHAT ARE YOU PROPOSING TO DO? (20 POINTS)

1. Describe how your organization will serve as a fiscal agent liaison for rental assistance as listed in this RFP. If applicable, discuss:
  - a. Whether you propose to make payments electronically or by check
  - b. What systems or software you would use to facilitate and track payments and ensure robust documentation
2. Are you able to begin the work you are proposing by **May 1, 2023** (if needed)? (Yes/No). If not, please explain when you can begin services.
3. Do you foresee any barriers that may prevent your agency from providing the services you proposed in a timely manner?
4. Explain your ramp-up strategy for rental assistance and fiscal services responsibilities?

#### ***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 demonstrates the ability to quickly ramp up their rental assistance and fiscal services starting May 1, 2023.*
- *Applicant addresses any foreseeable barriers to provide rental assistance and fiscal services by May 1, 2023.*
- *Applicant provides a clear and logical ramp up strategy that addresses the immediate needs outlined in the RFP which clearly explains a timeline which aligns with a May 1, 2023, start date.*

### C. HOW IS YOUR WORK ADVANCING RACIAL EQUITY & SOCIAL JUSTICE? (10 POINTS)

1. Describe how your agency supports and empowers Black, Indigenous, and People of Color (BIPOC), and LGBTQ communities who have historically experienced systemic oppression.

**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.

**D. TELL US ABOUT YOUR PARTNERSHIPS (10 POINTS)**

1. What role will customers/clients play in planning, implementation, and evaluating your proposed program?
2. (If applicable) Does your program budget reflect an equitable partnership? (Yes/No) Please explain.

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

- 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 (25 POINTS)**

1. Describe your agency's or partners' experience or ability to collect and manage Homeless Management Information System (HMIS) data.
2. What is your agency's experience gathering and reporting on financial data?
3. Describe how your agency manages finances, including any financial systems and controls in place.
4. What financial systems will your agency use to disburse funds?

**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 clearly demonstrated their ability to disburse funds in a timely manner and have infrastructure in place to issue payments in a timely manner.
- Applicant has experience or can meet reporting requirements in compliance with local and federally 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.

**F. HOW MUCH FUNDING IS NEEDED, WHY? (20 POINTS)**

Complete the Proposed Program and Personnel Budgets (Attachment #2, tabs 1 & 2) for the program area you are applying for. **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 rental assistance fiscal management services.*
- *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 ~~Friday, March 3~~ **Monday, March 13, 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

### Rental Assistance Fiscal Agent 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? (20 points)
  - HOW IS YOUR WORK ADVANCING RACIAL EQUITY & SOCIAL JUSTICE? (10 points)
  - TELL US ABOUT YOUR PARTNERSHIPS (10 points)
  - TELL US ABOUT YOUR DATA AND FISCAL MANAGEMENT PRACTICES (25 points)
  - HOW MUCH FUNDING IS NEEDED AND WHY? (20 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 Friday, March 3, March 10 Monday, March 13, 2023, by 11:59pm, PST.** See Section III for submission instructions.*

**King County Regional Homelessness Authority  
Rental Assistance Fiscal Agent Services RFP  
Application Cover Sheet - Attachment #1**

1. Applicant Agency:		
2. Do you have capacity to administer up to \$10 million in ## estimated monthly landlord payments		<input type="checkbox"/> YES <input type="checkbox"/> NO
3. When can you start offering services?		
4. Agency Executive Director:		
5. Total Amount being requested:		
6. Agency Primary Contact Name: Title: Address: Email: Phone:		
7. Organization Type: <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):		
8. Federal Tax ID or EIN:		
9. WA Business License #:		11. DUNS #:
10. 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:

Signature of Authorized Representative:

Date: