



KCRHA
King County Regional Homelessness Authority

2023 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
	Deadline & Completed Application Requirements	12
III.	Checklist	13
IV.	Attachment 1: Application Cover Sheet	15
V.	Attachment 2: Budget & Personnel Detail	16

King County Regional Homelessness Authority (KCRHA) 2023 Safe Lot: Development, Operations, & Services Request for Proposal (RFP)

GUIDELINES

I. Summary

Introduction: The 2023 Safe Lot Request for Proposal (RFP) is seeking applications from qualified agencies interested in site development, housing search services, on-site program operations, on-site support services, and behavioral health supports for single adults (18 and older) and couples who are experiencing chronic or brief periods of homelessness and reside in cars, passenger vehicles, recreational vehicles (RV's) and other oversized vehicles that have been converted into living quarters, such as buses, vans or trucks. In the [5-Year Plan](#), temporary parking is one of four program solutions addressing vehicle residency. Successful applicants will submit proposals that outline the creation of parking spaces for people living in vehicles. This funding opportunity is open to projects throughout King County; however, applicants cannot reserve the majority of created parking spots for a jurisdiction outside Seattle. **KCRHA may offer up to \$7.4 million dollars towards this RFP for new projects (up to \$5 million in 2023 and up to \$2.4 million in ongoing funding in 2024).**

The intent of the Safe Lot RFP is to extend Seattle's continuum of comprehensive, person-centered solutions for people experiencing homelessness who reside in cars, passenger vehicles, RVs and other large vehicles. The KCRHA expects to award multiple awards for projects that will:

- Ensure people residing in vehicles are provided with safe and accessible locations for temporary and transitional (i.e., for weeks or months) parking.
- Provide housing navigation and amenities, such as trash disposal, septic disposal or other hygiene services, and freshwater access.
- Reorient services in the homelessness system to advance models that will help households and individuals living in vehicles obtain permanent housing and avoid further homelessness.

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 **July 2023**. Ongoing sustainable funding for site operations and support services, which include behavioral health resources, are anticipated, based on budget availability and customer satisfaction with service provider/program performance. Applicants may apply for one or more RFP categories that best reflect their organization's area of expertise. RFP application categories include:

- **Site Development**
 - Experience and/or interest in developing property and setting up a vehicle safe lot.
- **On-Site Facility Operations**
 - Property management;

- Hygiene services such as showers, restrooms and laundry or potentially RV pump-out services, propane tank pick ups;
 - Maintain kitchen facility and potentially dining location;
 - Garbage pick-up;
 - Vehicle tow out and recycle/abatement;
 - May include 24/7 professional staffing with de-escalation training; depending on the proposal.
- **On-Site Services and Behavioral Health Support**
 - Case management;
 - Trauma-informed practice;
 - Provide meals or nutrition supports (e.g., space to prepare meals);
 - Harm reduction training, education, and approach;
 - Track, manage, and report on customer data through HMIS;
 - Conduct interventions and de-escalation supports;
 - Workforce assistance and resources;
 - Refer clients to dental & medical services,
 - Support obtaining personal records and vehicle registration and records;
 - Provide on-going care, assessment, and referral for co-occurring mental health diagnoses by licensed professionals;
 - Offer housing navigation services, CE-assessment, and similar services to assist with obtaining permanent housing;
 - Familiarity and relationships with landlords, Housing Choice Voucher (Section 8) program, and other affordable housing providers;
 - Familiarity and experience connecting people to other resources to meet their basic needs, such as food assistance, social security benefits, etc.
 - Provide alternate shelter or supplies to ensure the health and safety of program participants during severe weather activations (i.e., snow, heat, cold, and smoke); and
 - Provide or refer to vehicle maintenance services and service estimates.

Applications: The deadline for submitting completed proposals is **Monday, June 5, 2023, at 11:59 PM PST**. This expedited RFP is open to any agencies that meet the standard [KCRHA Agency Eligibility Requirements](#) and any additional requirements outlined in Section III.

Timeline*	
Funding Opportunity Released	Friday, May 12, 2023
*Webinar Information Session <i>(Note: participation is highly recommended, but not required to submit an application)</i>	Monday, May 22, 2023, 12:00 – 1:00PM PST Register for the information session at the below link: https://www.zoomgov.com/meeting/register/vJltc-6upzlvHdJeK_L17COVTIVAtHkZx0s
Last Day to Submit Questions to RFP@kcrha.org	Thursday, May 25, 2023, at 5:00PM PST (Q&A will be available on KCRHA website under RFP drop-down menu)
Application Deadline (submit in Fluxx)	Monday, June 5, 2023, at 11:59PM PST Login to Fluxx to start application process***
*Virtual Tour/Interview	June 8 th – 9 th , 2023
*Award/ Denial Notification (anticipated)	Week of June 12, 2023
*Appeals Due	Week of June 19, 2023
*Estimated Contract Start Date	July 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, 'Updates'.

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

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.

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 over-sized vehicles, 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 the City of Seattle: Below is a breakdown of the total funding amounts from each fund source. Please note that \$2,400,000 is the annual award amount for operating costs and will be prorated in 2023 at a rate of \$200,000 per month. This funding is not intended for use on existing Safe Lot projects. The funds are allocated for new projects only.

Fund Sources	2023	2024 (Ongoing Funding)
HSD-156 - Programing and Operations for Safe Lots (approx. \$200,000/month) Est. opening July 1 (6 months of ops)	*\$1,200,000	**\$2,400,000
HSD-KCRHA-001 - Safe Parking - Stand Up (one-time, to be used in 2023)	***\$3,800,000	-
Total	\$5,000,000	\$2,400,000

*Reflects prorated 2023 award amount for the number of months services will be provided, assuming a July 1, 2023, start date, but amount will be prorated in 2023 at a rate of \$200,000 per month to reflect actual commencement of operations. Additionally, \$2,400,000 is the annual amount for operating costs in 2024 and thereafter.

** Reflects annualized amount beginning in 2024.

***Includes funds appropriated for one-time startup and first year operational funding that could be used for one-time costs.

III. Program Scope

This RFP is intended to provide residents living in vehicles and RVs 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 services, more accurate data collection, and greater engagement with Safe Lot residents.

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 cars, passenger vehicles, RV's and other over-sized vehicles. Furthermore, the array of funded projects will reorient the service system to transitioning individuals from RVs and large vehicles into permanent housing when they are ready. The resulting safe lots will provide 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 on-site services and behavioral health supports.

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. However, agencies proposing only to provide one of the needed components may not receive funding, regardless of the quality of the proposal, if they cannot be paired with proposals undertaking the other components. Agencies can apply for one or more program areas.

RFP Program Areas	Summary of Program Requirements	Provider Profile & Requirements	Eligible Costs	Ineligible Costs
Site Development	<p>Provide a plot of land with zoning suitable for multiple cars, RVs and/or over-sized vehicles.</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, ease of access for participants, electricity, running water, etc.</p>	<p>For-profit entity, 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 or other Municipal 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>Grantees are responsible for maintaining clear and accurate project</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 (from external sources only);</p>	<p>Internal administrative activities;</p> <p>Project management (from any source);</p> <p>Fundraising activities;</p> <p>Feasibility studies;</p> <p>Computers or office equipment;</p> <p>Lease payments for rental of equipment or facilities;</p> <p>Maintenance or operating costs;</p> <p>Property leases (ongoing portion); and</p>

RFP Program Areas	Summary of Program Requirements	Provider Profile & Requirements	Eligible Costs	Ineligible Costs
Site Development (cont'd)		records, Purchase and Sales Agreements, Deeds of Trust, and/or permits and making them accessible to KCRHA.	Initial furnishings; Landscaping; and Indirect costs up to 10% of total indirect expenses*.	
On-Site Facility Operations	<p>Maintenance and repair of all facilities, including, hygiene and kitchen facilities, etc;</p> <p>Trash pick-up and other utilities;</p> <p>Towing and abatement (not sale or auction) of vehicles on site once turned over by participants for disposal;</p> <p>Additional points will be given to applicants proposing to implement a peer-to-peer site management component;</p> <p>Assistance and coordination with Support Services staff May provide onsite 24/7 professional staffing. Staff expected to have de-escalation training and have a trauma-informed approach</p>	<p>Experience with operating properties requiring similar expertise as operating vehicular encampments or people living in RV's and other large vehicles;</p> <p>Must document resident income and housing status;</p> <p>Any staff with regular interaction with residents must adhere to OSHA guidelines, have active CPR certification, and have de-escalation training.</p>	<p>Operating & maintenance costs;</p> <p>Competitive staff wages and benefits;</p> <p>Indirect costs up to 15% of total indirect expenses;</p> <p>Operating supplies (included necessary COVID cleaning and PPE supplies);</p> <p>Costs for vehicle removal and disposal.</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>

RFP Program Areas	Summary of Program Requirements	Provider Profile & Requirements	Eligible Costs	Ineligible Costs
<p>On-Site Services and Behavioral Health Support</p>	<p>24/7 comprehensive program operations including but not limited to intake, de-escalation, trauma informed care, harm reduction, overdose reversal, CPR, and maintaining the safety and security of residents and their belongings;</p> <p>Housing case management and on-site coordination of partnering agencies (medical providers, food delivery, RV pump-out, etc.)</p> <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 housing and stabilizing articles related to overall wellness;</p> <p>HMIS Reporting: the agency will be required to submit reports on outcomes including information on demographics of participants served to-date in a timely manner</p>	<p>Competent in outreach to community, businesses owners, realtors, and landlords, identifying new and existing opportunities, to build strong relationships;</p> <p>Experienced in working with participants who have been unsheltered for long periods of time with high levels of behavioral and physical health needs;</p> <p>Competent at coordinating participants' individual housing needs, including performing assessments and developing housing plans;</p> <p>Strong advocate of resource finding for individuals with barriers to housing, employment and education;</p> <p>Strong skill set in finding creative-solutions for program participants in transitioning from their vehicle to permanent housing.</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>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>Employment and education assistance (providing tools, training, and clothing)</p> <p>Rental, medical, utility debt; and utility deposit Furniture costs, front door cameras,</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>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>

RFP Program Areas	Summary of Program Requirements	Provider Profile & Requirements	Eligible Costs	Ineligible Costs
On-Site Services and Behavioral Health Support (cont'd)	and upon request from KCRHA. Coordination of CE assessments** and HMIS.		and portable door locks.	

* 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

APPLICATION FOR 2023 Safe Lot RFP *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 describe 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”.

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 (25 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).
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. How does your current/proposed service model lead to exits to permanent housing?
4. How will your proposed model provide hygiene, nutrition, and other services for residents and support or ameliorate conditions unique to vehicles and RVs (e.g., electricity, propane tanks, repairs, storage, disposal, etc.)?
5. Has your organization identified and secured a location where the safe lot will be operated by **July 1, 2023**? If yes, please attach documentation in the "application documents" section below.
6. If you have not identified or secured a safe lot location by July 1, 2023, what is the proposed ramp-up time you need to develop and operate the safe lot? Can you provide documentation that the location has been secured and will be ready to operate by that date? Applicants whose proposal is expected to commence operations by July 1, 2023, will be scored more favorably.
7. Please provide details about the location and address if applicable.
8. What is your proposed plan for community and public sector engagement?
9. What is the anticipated number of people who will be served in your proposed model? How many individuals? How many couples? How many vehicles, and of what kind? Do you anticipate serving an underserved population? If so, please explain.
10. Describe how your agency will operate the selected program(s) with COVID-19 safety protocols in place.
11. What geographic location(s) do you propose implementing your selected program area(s)?
12. 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. Applicant clearly provides a logical plan and timeline for developing and operating the safe lot within a reasonable timeframe.
- Applicant provides detail about the site location, has secured the property or has a clear and logical plan to secure a location within a reasonable timeframe.
- 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. What strategies do you use to build the leadership capacity of BIPOC employees 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 BIPOC staff.*

C. RACIAL EQUITY & SOCIAL JUSTICE (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 Transgender people, LGBTQIA+ 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. How does your agency ensure equal access to program services and facilities in accordance with a person's self-identified gender?
4. How has your agency grown and adapted over time to best meet the needs of trans and gender non-conforming individuals?
5. 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.*
- *The applicant explains how they will ensure equal access to residents according to their self-identified gender.*
- *Applicant clearly explains how their agency meets the needs of trans and non-conforming individuals.*
- *Applicant identifies how they assess and monitor resident satisfaction. This outcome must be measured through client exit interviews.*

D. PARTNERSHIPS (15 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?
3. Describe how you will serve and connect with subpopulations of vehicle residents (e.g., elderly, high-acuity, families with children, etc.)

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 partnerships with Rapid Re-Housing or Housing Choice Voucher programs and identified benefits and potential challenges.*
- *Applicant successfully identifies community resources and connections that would logically benefit resident's living in their vehicles.*
- *Applicant has a clear understanding and plan to connect with subpopulations of vehicle residents.*

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. HOW MUCH FUNDING IS NEEDED AND WHY? (10 POINTS)

Complete and upload the proposed Program and Personnel Budget (Attachments 2, tabs 1 & 2) for your program's proposed budget in 2023 and 2024. Provide a 2023 budget reflecting the prorated amount for services rendered July 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. 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.

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.
- If funds are being used from other sources, applicant clearly lists the fund source(s) and budget allocations are clearly explained.

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 on June 8th & 9th 2023. 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 **Monday, June 5, 2023, at 11:59 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. We highly recommend you respond to each question in a Microsoft Word document, then upload it to Fluxx. 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

**2023 Safe Lot Development, Operations, & Services
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
 - 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 1700-word limit per field), single spaced.
- 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 **Monday, June 5, 2023, at 11:59 PM PST**. See Section III for submission instructions.

**King County Regional Homeless Authority
2023 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, Housing Search & Support Services
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	Site Location: _____
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>	

Attachment 1

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