



# KCRHA

King County Regional Homelessness Authority

**2023 Seattle Based Non-Congregate Shelter  
Request for Proposal (RFP):  
*Development, Operations, & Housing Support Services*  
Updated 6/2/2023**

## TABLE OF CONTENTS

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

<b>APPLICATION</b>		<b>PAGE NUMBER</b>
I.	Instructions	10
II.	Application Questions & Rating Criteria	10-15
III.	Deadline & Completed Application Requirements	16
IV.	Checklist	17
V.	Attachment 1: Application Cover Sheet	18
VI.	Attachment 2: Budget & Personnel Detail	See attachment



# King County Regional Homelessness Authority (KCRHA) Seattle Based Non-Congregate Shelter: Development, Operations, & Housing Support Services 2023 Request for Proposal

## GUIDELINES

### I. Summary

**Introduction:** This Request for Proposal (RFP) is seeking applications from agencies interested in providing property development, on-site program operations, and supportive services including behavioral health resources, for single adults and couples who are experiencing brief or extended periods of chronic homelessness. **KCRHA may offer up to \$3.1 million dollars towards this RFP (up to \$1.6 million in 2023 (includes \$870,000 in one-time) and up to \$1.5 million in ongoing funding (in 2024),** towards site development, operations and housing support services which include licensed behavioral health support for approximately 50 new tiny homes.

The intent of the *Seattle Based Non-Congregate Shelter RFP* is to enhance the continuum of comprehensive, person-centered shelter solutions within Seattle. KCRHA expects to award funds towards three RFP program areas that will:

- Preserve life and health, and prevent the spread of COVID-19 and other communicable diseases;
- Help people experiencing unsheltered homelessness in the city of Seattle to quickly find safe alternatives to the streets and encampments through an investment in non-congregate shelter dwellings that focus on rapid exits to permanent housing; and
- Promote system transformation to rapidly exit individuals and couples from non-congregate shelters to permanent housing.

Applicants may apply for one or more RFP categories that best reflect their organization's area of expertise. The full applicant pool will be reviewed by a rating team composed of community members, subject matter experts (SME's), and individuals with lived expertise. The rating team will recommend applications to be funded and implemented beginning July 20, 2023. Ongoing sustainable funding for site operations and support services which include behavioral health resources is anticipated based on budget availability and customer satisfaction with service provider/program performance. The RFP application categories include:

- **Site Development**
  - Purchases, owns or has access to property that meets the [City of Seattle Siting Requirements](#) ~~and must maintain site control by the grantee for a minimum of 10 years from the date of final payment and be used for the same purpose expressed in your application and/or contract for this RFP~~; and
  - Experience developing property and setting up non-congregate shelter options such as modular, pods, pallets or tiny house dwellings.

- **On-Site program operations**
  - Property management;
  - 24/7 professional staffing with de-escalation training to ensure safety; and
  - On-site triage and collaboration with Housing Support Services staff.
  
- **On-Site housing support services and behavioral health support**
  - Provide substance use disorder and mental health assessment and counseling through licensed professionals and masters-level counselors;
  - Conduct intervention and de-escalation supports to ensure the safety of the community;
  - Provide housing focused case management support to ensure transitions to permanent housing.

**Applications:** The deadline for submitting completed proposals is **Tuesday, June 27, 2023, at 11:59PM PST**. This expedited RFP is competitive and open to any agencies that meet the standard KCRHA Agency [Minimum Eligibility Requirements](#) and any additional requirements outlined in Section III.

<b>Timeline*</b>	
Funding Opportunity Released	Wednesday, May 24, 2023
**Webinar Information Session <i>(Note: participation is highly recommended, but not required to submit an application. A recording will be made available on the KCRHA website.</i>	Wednesday, May 31, 2023 at 10:00 – 11:00 am Time zone: PST ZOOM Meeting Link: <a href="https://www.zoomgov.com/meeting/register/vJlft--trDoqGN3F1wLEKXxYpEkk_vUeUSE">https://www.zoomgov.com/meeting/register/vJlft--trDoqGN3F1wLEKXxYpEkk_vUeUSE</a>
Last Day to Submit Questions to <a href="mailto:rfp@kcrha.org">rfp@kcrha.org</a>	Tuesday, June 6, 2023 at 5:00PM PST
Fluxx Submission Opens	<del>Tuesday, May 30, 2023</del> <b>Friday, June 9, 2023</b>
Application Deadline via Fluxx	Tuesday, June 27, 2023 at 11:59PM PST
Virtual Tour/Interview	Tuesday, July 11, 2023 – Wednesday, June 10, 2023
Award/ Denial Notification (anticipated)	Wednesday, July 19, 2023
Appeals Due	Wednesday, July 26, 2023
Estimated Contract Start Date	Thursday, July 20, 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](mailto: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

At any given time, there are more than 3,738 unsheltered people on the streets of Seattle. People living unsheltered are at increased risk for contracting the COVID-19 virus and other communicable diseases. This RFP aims to invest in additional non-congregate shelter options that will quickly add safe temporary shelter units to the existing non-congregate shelters currently operating in Seattle. These

new non-congregate shelter dwellings will offer a place where people experiencing unsheltered homelessness can stay safe from communicable diseases while having access to behavioral health resources and housing 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 one-time and ongoing City of Seattle Human Services Department (HSD) General Fund.

<b>Fund Sources</b>	<b>2023</b>	<b>2024</b>
HSD General Fund One-Time in 2023	\$870,000	-
HSD General Fund Ongoing	*\$760,000	**\$1,520,000
<b>Total</b>	<b>\$1,630,000</b>	<b>\$1,520,000</b>

\*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 \$126,666 per month to reflect actual commencement of operations. Additionally, \$1,520,000 is the annual amount for operating costs in 2024 and thereafter.

\*\* Reflects annualized amount beginning in 2024

## III. Program Scope

### 2023 Seattle Based Non-Congregate Shelter Scope

The outcome of this RFP is to provide safe temporary living environments for individuals and couples experiencing homelessness who want an alternative to congregate shelter programs. Based on feedback from people with lived experience and stakeholders from multiple disciplines within the health and human service sectors in King County, this RFP seeks to select applicants proposing to build dwellings that are insulated, have cooling and heating features that have individual unit control, ventilated, secure, and connected to utilities. Applicants proposing to create dwellings with individual or communal kitchen areas, all pets, showers, laundry, and restrooms will be most competitive.

Additionally, the program will focus on working with single adults and/or couples transitioning from brief or long periods of living unsheltered. Successful applicants will propose development and services designed to promote 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. Whenever possible, residents are to be offered additional physical, emotional, and psychological support needed to ensure success in the program and reduce exits to the streets. Housing navigation services must be included by applicants proposing to provide behavioral and support services.

Supportive services and behavioral health providers will work with participants to identify appropriate alternative permanent housing options, including but not limited to: Rapid Rehousing, Permanent Supportive Housing, Housing Choice Vouchers, etc.

The table below summarizes the three program areas contained in this RFP. Expanded program details can be found in each program area below. Agencies can apply for one or more program areas.

RFP Program Areas	Summary of Program Scope	Provider Profile & Requirements	Eligible Costs	Ineligible Costs
<b>Site Development</b>	<ul style="list-style-type: none"> <li>• Provide a plot of land with zoning with suitable for up to 50 free standing non-congregate shelter dwelling construction;</li> <li>• Land must be free from contaminant, include- roadway(s), water supply, sewage, and have connection or access to utilities;</li> <li>• Develop property to include, at minimum: hygiene facilities, electricity, heat, cooling, ventilation, insulation, kitchen space(s), interior furnishings, security, and safety features, running water; and</li> <li>• Additional points will be offered to applicants who propose to develop land in</li> </ul>	<ul style="list-style-type: none"> <li>• Non-profit organization, for-profit company, cooperative, or a community land trust, or a faith-based organization;</li> <li>• Must maintain site control by the grantee for a minimum of 10 years from the date of final payment and be used for the same purpose expressed in the application and/or contract;</li> <li>• Purchases, owns or has access to property that meets the <a href="#">City of Seattle Siting Requirements</a>; and</li> <li>• Grantee(s) are responsible for maintaining clear and accurate project records, Purchase and Sales Agreements, Deeds of Trust, and/or permits and making them</li> </ul>	<ul style="list-style-type: none"> <li>• Design, architectural, and engineering work;</li> <li>• Building permits/fees;</li> <li>• Archeological/historical review;</li> <li>• Construction labor and materials;</li> <li>• Demolition/site preparation;</li> <li>• Capitalized equipment;</li> <li>• Information technology infrastructure (cables and wiring);</li> <li>• Construction management (from external sources only);</li> <li>• Initial furnishings;</li> <li>• Landscaping; and</li> <li>• Indirect costs up to 10% (up to 10% de minimis rate or federally approved indirect cost rate.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal administrative activities;</li> <li>• Mortgage or loan payments;</li> <li>• Project management (from any source);</li> <li>• The purchase of real property;</li> <li>• Fundraising activities;</li> <li>• Feasibility studies;</li> <li>• Computers or office equipment;</li> <li>• Rolling stock (such as vehicles);</li> <li>• Lease payments for rental of equipment or facilities;</li> <li>• Maintenance or operating costs;</li> <li>• Property leases (including long term); and</li> <li>• The moving of equipment &amp; furniture, etc., between facilities.</li> </ul>

	<p>downtown within the City limits,</p> <ul style="list-style-type: none"> <li>• Additional points are allocated for proposal within downtown Seattle, South Lake Union and/or South Seattle.</li> <li>• <del>South Lake Union, and/or South Seattle</del></li> </ul>	<p>accessible to KCRHA.</p>		
<b>On-Site Program Operations</b>	<ul style="list-style-type: none"> <li>• 24/7 comprehensive program operations including but not limited to intake and de-escalation and maintaining the safety and security of residents and their belongings, maintenance of hygiene and kitchen facilities (if shared), maintenance, trash pick-up, etc.; and</li> <li>• Additional points will be given to applicants proposing to implement a peer-to-peer site management component.</li> <li>• Coordination of CEA assessments** and HMIS; and</li> </ul>	<ul style="list-style-type: none"> <li>• Competent at operating an enhanced shelter, non-congregate shelter. Additional points will be awarded to applicants proposing to serve BIPOC communities;</li> <li>• Competent at working with participants who have been unsheltered for long periods of time with high levels of behavioral and physical health needs;</li> <li>• Must document resident income and housing status; and</li> <li>• Staff must adhere to OSHA</li> </ul>	<ul style="list-style-type: none"> <li>• Operating &amp; maintenance costs</li> <li>• Staff wages and benefits;</li> <li>• Indirect costs up to 10% de minimis rate or federally approved indirect cost rate.</li> <li>• Operating supplies (included necessary COVID cleaning and PPE supplies);</li> </ul>	<ul style="list-style-type: none"> <li>• No grantee(s) may use funds to make a deposit to a pension fund; and</li> <li>• Funds may not be used to fund reductions in net tax revenue.</li> </ul>

	<ul style="list-style-type: none"><li>● Assistance and coordination with Support Services staff for housing case management, and on-site coordination of partnering agencies (medical providers, food delivery, etc.)</li></ul>	guidelines, know CPR, have de-escalation and motivational interviewing skills.		
--	---	--	--	--



<p><b>On-Site Housing Support Services &amp; Behavioral Health</b></p>	<ul style="list-style-type: none"> <li>● Experience serving single adult or couple households, and/or survivors of gender-based violence;</li> <li>● Provide substance use disorder treatment when residents are ready;</li> <li>● Provide culturally relevant, trauma-informed mental health assessment and counseling through licensed professionals and masters-level counselors; and</li> <li>● Housing case management, and on-site coordination of partnering agencies (medical providers, food delivery, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>● Competent at providing supportive and behavioral services within shelter and/or housing programs.</li> <li>● May require coordination with King County's behavioral health and recovery division at DCHS;</li> <li>● Experience working with participants who have been unsheltered for long periods of time with high levels of behavioral and physical health needs; and</li> <li>● Demonstrated ability to provide trauma-informed, housing first, culturally responsive services to create positive</li> </ul>	<ul style="list-style-type: none"> <li>● Operating and supply costs (included necessary COVID cleaning and PPE supplies);</li> <li>● Staff wages and benefits;</li> </ul> <p>Indirect costs up to 10% de minimis rate or federally approved indirect cost rate</p>	<ul style="list-style-type: none"> <li>● No grantee(s) may use funds to make a deposit to a pension fund; and</li> <li>● Funds may not be used to fund reductions in net tax revenue.</li> </ul>
--	--	---	--	--

		outcomes for low-income Black, Indigenous and People of Color (BIPOC) communities who historically have experienced oppression.		
--	--	---	--	--

\*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. For Non-Profit Applicants - Unique Entity ID and Federal [System for Award Management](#) (SAM) registration in good standing.**



**King County Regional Homeless Authority**  
**2023 Seattle Based Non-Congregate Shelter RFP**  
**APPLICATION**  
**FOR**  
*Operations & Housing Support Services*

**I. Instructions for Written 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. A separate application must be submitted for each program category being applied for. **Application questions are different for Development proposals and Operations and/or Housing Support Services.** Agencies are asked to complete one narrative application and budget that describes how their agency meets the requirements of each of the selected program area(s) your agency is applying for. Additional points will be rewarded to applicants who can demonstrate how their services incorporate direction, authentic partnership, or feedback from people with lived experience of homelessness.

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

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

**Fluxx Submission Instructions:**

- If you have never completed a proposal with KCRHA, you must first set-up an account through [Fluxx](#).
- After setting-up an account, login into your Fluxx account to locate the "2023 Seattle Based Non-congregate Shelter RFP".
- Follow Fluxx prompts and upload attachments.
- 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.
- It's advised that applicants gather the required documents and begin writing their proposals on a separate document before submitting their proposal through Fluxx. Please email us at [RFP@KCRHA.org](mailto:RFP@KCRHA.org) if you experience any technical difficulties with Fluxx.

## II. Questions & Rating Criteria

Write a narrative response 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 word limit for sections A – E (Section F, Attachment 2 and Section G do not count towards the page limit). Applications will be rated out of 100 points for the following criteria:

### **A. AGENCY EXPERIENCE (20 points)**

1. Tell us about your agency's history, experience, interest, and the current work you do related to each of your selected program area(s).
2. What is your program's current or proposed service model?
3. What is the anticipated number of households you plan to serve? How many individuals? How many couples?
4. Do you anticipate serving an underserved population? If so, please explain.
5. What geographic location(s) do you propose implementing your selected program area(s)? **If proposing services outside of the City of Seattle, please demonstrate how the program would have a benefit to the City of Seattle and its residents.**
6. Describe how your agency will ensure a client-centered approach to the design and services of your proposed program area(s)?
7. Explain **how** you plan to ensure exits to permanent housing.

#### **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 non-congregate shelter-based supportive and behavioral health services.
- Applicant provides detail about the anticipated number of people housed and anticipates serving an underserved population.
- Applicant proposes to implement services in Seattle **or makes a clear case how their proposal would benefit the city of Seattle and its residents**; additional points are allocated for downtown Seattle, South Lake Union and/or South Seattle.
- Applicant is explicit on actions they will take to ensure a client-center design to each program area(s) proposed.
- Clearly demonstrates a plan to move residents to permanent housing.

### **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?
2. What is the ratio of staff to participants?
3. Describe how your staffing model provides culturally relevant, trauma-informed support to residents?
4. How will you build the leadership capacity of BIPOC staff within your organization?
5. Explain your approach to ensuring community safety for residents and community members alike?

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

- Staff positions and qualifications are designed to meet the needs of residents and the intent of this RFP.
- The ratio of direct-service staff to residents supports a client-centered model.
- Staff members within all positions and titles within the agency represent the race and ethnic background of those they serve.
- Applicants have a plan to build leadership capacity and opportunities for their BIPOC staff.
- Applicant identifies a plan to ensure safety that is focused on de-escalation and non-police interventions when possible.

**C. RACIAL EQUITY (20 points)**

1. Describe how your agency will ensure an inclusive and empowering space for low-income Black, Indigenous and People of Color (BIPOC) communities who have historically experienced systemic oppression.
2. Describe how your agency will ensure an inclusive and empowering space for the LGBTQ+ community, people living with disabilities, survivors of DV, immigrants/refugees, people living with substance use disorder, co-occurring disorders, people with criminal records, and/or people with limited English proficiency who have historically experienced systemic oppression.
3. Explain the successes and challenges you have had or anticipate having while providing cultural and language relevant services to diverse communities.
4. 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?

**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.
- 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 ensures safety and accessibility for LGBTQ+ residents and residents living with disabilities.
- Applicant demonstrate honesty, the ability to grow in their racial equity and social justice work.

**D. PARTNERSHIPS (20 points)**

1. Describe how you will partner with program residents, community members, and other agencies to execute the proposed program areas(s).
2. What role will residents play in planning, implementation, and evaluating your work?

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

- Applicant clearly describes who and how they will partner with program participants, community members and agencies in planning, implementation, and evaluation.
- Applicant has considered Rapid Rehousing partnership or Housing Choice Voucher partnerships and arrangement and identified value and potential challenges.
- Applicant explains their commitment to make changes over time to ensure residents are satisfied with their services and successfully transition to permanent housing.
- Applicant identifies how they assess and monitor resident satisfaction with the proposed services.

**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.
2. Describe how your agency manages finances, including any financial systems you use. Are you financially able to provide services 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 applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

**F. BUDGET (10 POINTS)**

Complete the Proposed Program and Personnel Budget for both 2023 and 2024 (Attachments 2, tabs 1 & 2) for each program area you are applying for. Please be explicit how you plan to allocate one-time funds in 2023. Do not provide your total group or organization’s budget. Costs should reflect the proposed activities and any additional funding associated directly 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 character 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.

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

List your availability for a 45-minute virtual tour/interview with your key program staff during the week of Tuesday, July 11 – Wednesday, July 12, 2023. The KCRHA Procurement Coordinator will follow up to arrange and confirm your appointment.



# King County Regional Homeless Authority 2023 Seattle Based Non-Congregate Shelter RFP APPLICATION FOR *Development*

## I. Instructions for Written 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. A separate application must be submitted for each program category being applied for. **Different application questions apply to the development category,**”. Agencies are asked to complete one narrative application that describes how their agency meets the requirements of each of the selected program categories.

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

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

### Fluxx Submission Instructions:

- If you have never completed a proposal with KCRHA, you must first set-up an account through [Fluxx](#).
- After setting-up an account, login into your Fluxx account to locate the "2023 Seattle Based Non-Congregate Shelter RFP"
- Follow Fluxx prompts and upload attachments.
- 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.

It's advised that applicants gather the required documents and begin writing their proposals on a separate document before submitting their proposal through Fluxx. Please email us at [RFP@KCRHA.org](mailto:RFP@KCRHA.org) if you experience any technical difficulties with Fluxx.

## II. Questions & Rating Criteria

Write a narrative response 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 word limit for sections A – E (Section F, Attachment 2 and Section G do not count towards the page limit). Applications will be rated out of 100 points for the following criteria:

### **A. AGENCY EXPERIENCE (20 points)**

1. Tell us about your agency's history, experience, interest, and the current work you do related to development of non-congregated shelter spaces.
2. What is your proposed development model?
3. What features do you propose are needed for the design and/or development of a safe, secure, and sanitary non-congregate setting?
4. What is the anticipated total square footage/acreage, number of individual non-congregate dwellings and anticipated number of households housed?
5. What geographic location(s) do you propose developing?
6. Describe how your agency will ensure a resident-centered approach to the development and design of the non-congregate shelter spaces.

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

- Applicant demonstrates experience and understanding of the core components of their selected program area including an understanding and connection to the unique needs of people experiencing unsheltered homelessness in Seattle.
- Applicant has a logical, thorough plan to erect a non-congregate shelter which accommodates people with various needs and abilities.
- Applicant proposes to build LEED certified dwellings.
- Applicant provides detail about land size, number of dwellings, and number of people housed.
- Experience reflects history with acquiring and/or building structures that are focused on helping individuals gain safety, improve health, and/or address barriers to securing housing.
- Applicant proposes to implement development in downtown Seattle, South Lake Union and/or South Seattle.
- Applicant is explicit on actions they take to ensure a resident-center design to each program category proposed.

### **B. STAFFING (15 points)**

1. Describe the staff who will have a significant role in designing, delivering, and evaluating the development of non-congregate shelter spaces. What will they be responsible for doing?
2. Describe how your staffing model provides accessible and culturally relevant design for its residents.
3. How will you build the leadership capacity of BIPOC and or other historically marginalized individuals (LGBTQ, people living with disabilities, women, etc.) within your organization?

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

- Staff positions and qualifications are designed to meet the needs of the program categories of interest.

- Applicant has a plan to build leadership capacity of their BIPOC and or other historically marginalized staff.

### **C. RACIAL EQUITY (20 points)**

1. Describe how your agency involves and empowers low-income Black, Indigenous and People of Color (BIPOC) communities who have historically experienced systemic oppression.
2. Describe how your agency involves and empowers the LGBTQ+ community, people living with disabilities, women, immigrants/refugees, and people with limited English proficiency who have historically experienced systemic oppression.

#### ***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.
- Applicant understands the historical and systemic nature of racism and other forms of systemic oppression and proposes ways to undo these processes within their proposed program categories.

### **D. PARTNERSHIPS (20 points)**

1. Describe if and how you will partner with people with lived experience of homelessness, other community members, and/or other agencies to execute the proposed program categories. What role do they play in planning, implementation, and evaluation of your work?

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

- Applicant clearly describes who and how they will partner with people experiencing homelessness, other community members and agencies in planning, implementation, and evaluation.

### **E. DATA AND FISCAL MANAGEMENT (15 points)**

1. Describe your agency's experience completing real estate transactions and/or obtaining build permits and following regulations.
2. Describe how your agency manages finances, including any financial systems you use. Are you financially able to provide services and submit invoices for **reimbursement** in a timely manner?
3. Will your organization be able to provide copies of accurate project records, Purchase and Sales Agreements, Deeds of Trust, and/or permits pertaining to each program category you're proposing?

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

- Applicant has previous experience in site development and/or obtaining permits and other development requirements.
- Applicant adequately describes its revenue, financial health, and financial management system.
- The applicant can execute its proposed proposal and submit invoices for reimbursement, without funds upfront.
- 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.
- Applicant can provide all site development documents needed to comply with funder requirements.

### **F. BUDGET (10 POINTS)**

Complete the Proposed Program and Personnel Budget for both 2023 and 2024 (Attachments 2, tabs 1 & 2) for each program area you are applying for. Please be explicit how you plan to allocate

one-time funds in 2023. (Attachments 2, tabs 1 & 2) for each program area you are applying for. Do not provide your total group or organization's budget. Costs should reflect the proposed activities.

In addition to Attachment #2, complete a budget narrative which addresses the questions below. Attachment #2 will not count toward the character limit.

3. Describe each budget item you are requesting and how you plan to use it.
4. 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.

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

List your availability for a 45-minute virtual tour/interview with your key program staff during the week of Tuesday, July 11 – Wednesday, July 12, 2023. The KCRHA Procurement Coordinator will follow up to arrange and confirm your appointment.

### 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. – E.
  - 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 **Tuesday, June 27, 2023, at 11:59 PM PST**. Applications must be submitted to Fluxx. Faxed, hand delivered, or mailed applications will not be accepted. KCRHA advises 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 conducts a screening after applications are submitted. Please upload the supplemental documents to Fluxx along with your narrative and budget.

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, if applicable.
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 Seattle Based Non-Congregate Shelter RFP Development, Operations, & Housing Support Services

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

#### **HAVE YOU...**

- Read and understood 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)\***
  - 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? *Note: application questions are different for the Development and the Operations and/or Housing Support Service program areas.***
  - Word count does not include the required forms and supporting documents requested in this funding opportunity.
  - Submitted materials are converted into a PDF file before emailing to KCRHA 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 (10 points)
    - VIRTUAL SITE VISIT AVAILABILITY
  
- Attached the following supporting documents?\***
  - 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.
  
- 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. See Section III for submission instructions.*

**King County Regional Homeless Authority  
2023 Seattle Based Non-Congregate Shelter RFP  
Application Cover Sheet**

1. Application Program Categories (check all that apply):	<input type="checkbox"/> Development <input type="checkbox"/> Development Only <input type="checkbox"/> Site Operations <input type="checkbox"/> Housing Support Behavioral Health Services
2. Households Served (check all that apply):	<input type="checkbox"/> Single Adults <input type="checkbox"/> Couples <input type="checkbox"/> Both
3. Number of Households Services:	
4. Proposed Seattle Based Location(s):	<input type="checkbox"/> Downtown Seattle <input type="checkbox"/> South Lake Union <input type="checkbox"/> South Seattle <input type="checkbox"/> Other: _____
5. Amount Requesting:	
6. Applicant Agency:	
7. Agency Executive Director:	
8. Agency Primary Contact	
Name:	Title:
Address:	
Email:	Phone:
9. Organization Type	
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):	
10. Federal Tax ID or EIN:	11. DUNS #:
12. WA Business License #:	
13. Partner Agency (if applicable):	
Contact Name:	Title:
Address:	
Email:	Phone:
Description of partner agency proposed activities:	
Signature of partner agency representative: _____ Date	
<b>Authorized physical signature of applicant/lead agency</b>	

*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