



KCRHA
King County Regional Homelessness Authority

2023
Seattle-King County Continuum of Care (CoC)
Domestic Violence, Dating Violence, Sexual Assault, and Stalking (DV
Bonus) Permanent Housing - Rapid Re-Housing (PH-RRH) Request for
Proposal (RFP)

August 8, 2023

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2023
Seattle-King County Continuum of Care (CoC)
Domestic Violence, Dating Violence, Sexual Assault, and Stalking (DV Bonus)
Permanent Housing - Rapid Re-Housing (PH-RRH) Request for Proposal (RFP)

GUIDELINES

I. Summary

Introduction: The King County Regional Homelessness Authority (KCRHA) is seeking proposals to include in its countywide consolidated application for *new* federal grant funding under the [Department of Housing and Urban Development \(HUD\) 2023 Continuum of Care Competition \(CoC\) and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants](#). This funding opportunity is looking for applications from agencies proposing programs targeted to further HUD’s strategic goals to expand rapid re-housing projects or joint transitional rapid re-housing component for survivors of DV, stalking, sexual assault, or other form of violence. King County Regional Homelessness Authority (KCRHA) may offer multiple awards. Final awards are contingent upon HUD’s final funding decisions for the Seattle-King County CoC¹.

The intent of this RFP is to enhance the continuum of comprehensive, person-centered housing solutions within King County. The KCRHA expects to award funds for organizations that will:

- Ensure survivors of domestic violence, sex trafficking, sexual assault, dating violence, and/or stalking who meet [HUD’s definition of ‘homeless’](#) have access to permanent housing through new or expanding rapid re-housing, joint transitional/ rapid re-housing component,
- Provides services grounded in a Housing First, wellness, Trauma-Informed Care, and confidentiality;
- Demonstrates how they include or plan to include survivors with lived expertise in policy and program development; and
- Advance equity for Black, Indigenous, and other people of color as well as individuals who identify as LGBTQ+ and individuals with disabilities.

Applicants may apply for one or more program areas (‘projects’). The applicant pool will be reviewed by a rating team of community members and subject matter experts (SME’s). The rating team will recommend applications to be funded and start beginning Summer 2024.² Ongoing funding is based on budget availability and customer satisfaction with service provider/program performance. Application categories include new and/or expansion of:

- Rapid Rehousing (PH-RRH); and/or
- Joint Transitional and Rapid Rehousing Component (Joint TH/PH-RRH).

¹ WA-500 - Seattle/King County CoC

² Final award and contract with KCRHA are contingent upon the results of the national FY2023 CoC Program Competition.

Applications: The deadline for submitting completed proposals is **August 28, 2023, by 11:59PM PST**. This funding process is competitive and open to any agencies that meet the KCRHA [Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in Section III.

Timeline*	
Funding Opportunity Released	Monday, August 8, 2023
**Information Session (Note: participation is highly recommended, but not required to apply. The recorded session will be archived on the www.kcrha.org website)	Thursday, August 10, 2023, 1:00pm-2:30pm Click here to join the meeting Meeting ID: 265 786 925 168 Passcode: 47PQGg Download Teams Join on the web Or call in (audio only) +1 323-433-2408,,86834497# Phone Conference ID: 868 344 97#
Last Day to Submit Questions to coc.questions@kcrha.org	Friday, August 18, 2023 @ 5:00PM PST
Fluxx Submission Portal Opens	Friday, August 18, 2023
Application Deadline	Monday, August 28, 2023 @ 11:59PM
Virtual Tour/Interview	TBD
Denial Notification (anticipated)	Tuesday, September 12, 2023
Award Notification (anticipated)	Thursday, September 14, 2023
Estimated Contract Start Date	Summer 2024 Pending HUD Awards

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

II. Background

Background

Up to **\$1,512,343** in new HUD Continuum of Care (CoC) DV Bonus funds may be contracted through an upcoming Request for Proposals (RFP). The amount available for this RFP will be determined by HUD’s final award amount to the Seattle-King County CoC and awards are subject to change based on HUD’s final funding decisions. The KCRHA expects multiple local contract awards. If you have questions, please email coc.questions@kcrha.org.

An applicant may also apply to expand an existing renewal project, including one that was previously awarded with DV Bonus funding, in accordance with Section III.B.2.j of the FY2022 NOFO, however, only the new project application for the expansion will be considered for DV Bonus funds through this process. Additionally, to be eligible to receive a DV Bonus project for PH-RRH, all proposals funded through the DV Bonus RFP must adopt a housing first approach. Other rating criteria are also listed in the “I. Application” section of this RFP. Renewal projects originally awarded under a previous year’s DV Bonus must continue to serve survivors of DV, dating violence, sexual assault, stalking, and other forms of violence who qualify as homeless under paragraph (4) of 24 CFR 578.3.

Funding Sources: The total amount of funds available for the Fiscal Year (FY) 2023 new DV Bonus RFP is up to \$ 1,512,343 annually. **The final amount available for this RFP will be determined by HUD’s final award amount to the Seattle-King County CoC.** DV Bonus funds cannot be combined

with reallocated or CoC Bonus funds. These funds are only available to organizations whose budgets demonstrate the ability to provide a 25% match. Matching funds cannot be CoC funds from previous years.

Fund Source(s)	Amount
FY23 HUD CoC DV Bonus	\$1,512,343
Total	\$1,512,343

III. Program Scope

Additionally, KCRHA seeks to fund organizations with expertise serving survivors, or “victim service providers”, of intimate partner DV, sexual assault, sex trafficking, dating violence, stalking, and other forms of violence. Applicants whose program participants are 100% survivors, who meet HUD’s [“definition of homeless”](#), will be rated the highest.

Services will be offered using a Housing First, trauma informed, survivor-centered approach which prioritizes the household’s wellness and wellbeing, anywhere in King County. The table below summarizes the program areas in this funding process.

Program Area(s)	Program Scope	Provider Profile & Eligibility	Eligible Costs	Ineligible Costs
Rapid Re-housing (PH-RRH)	<p>Rapidly connects families and individuals experiencing homelessness to permanent housing;</p> <p>Tailored assistance based on each household’s unique needs;</p> <p>Housing identification assistance;</p> <p>Time-limited tenant-based rent & move-in assistance;</p> <p>Case management services should be survivor-directed, respectful of individuals’ right to self-determination, and voluntary.</p>	<p>Experience working with survivors of domestic violence, sexual assault, sex trafficking,³ and/or stalking;</p> <p>Agency must be able to demonstrate the ability to provide a 25% match;</p> <p>Agencies who can demonstrate a relationship with private landlords will receive additional points;</p>	<p>Personnel and Fringe Benefits;</p> <p>Time-limited tenant based rental assistance;</p> <p>Move-In Costs;</p>	<p>Acquisition;</p> <p>Rehabilitation;</p> <p>New construction;</p> <p>Master leasing;</p>

³ DV Bonus funds may not exclusively serve people fleeing or attempting to flee sex trafficking.

Joint Transitional and Rapid Rehousing Component (Joint TH/PH-RRH)	<p>Combines the activities of a transitional housing project with those of a rapid re-housing project;</p> <p>Use a Housing First approach with survivor-driven service models and a focus on moving individuals and families to permanent housing as quickly as possible;</p> <p>Participants cannot be required to participate in treatment or services to receive assistance;</p> <p>Have low-barriers to entry and accommodate people with possessions, partners, pets, or other needs;</p> <p>Housing identification assistance;</p> <p>Time-limited tenant-based rent & move-in assistance;</p> <p>Prioritize survivors experiencing homelessness with higher needs and who are most vulnerable.</p>	<p>See above</p> <p>Applicant must be able to provide both components, including the units supported by the transitional housing, the tenant-based rental assistance, and services provided through the PH-RRH component, to all program participants up to 24 months as needed by the program participants</p>	<p>Leasing of a structure or units, and operating costs to provide transitional housing;</p> <p>Short- or medium-term tenant-based rental assistance on behalf of program participants in the rapid re-housing portion of the project;</p> <p>Supportive services for the entire project</p> <p>HMIS for the entire project;</p> <p>Project administrative costs for the entire project;</p>	<p>Acquisition;</p> <p>Rehabilitation;</p> <p>New construction;</p>
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*Federal Indirect Approved rates apply upon KCRHA's verification of approval.

** KCRHA is committed to systems transformation. The outreach and intake processes are subject to change from the current model once KCRHA determines a more equitable process.

**KCRHA reserves the right to reopen an RFP if the number of applications is below three (3) and/or the applications rated do not meet the minimum rating threshold of 70/100.

***Please contact coc.questions@kcrha.org for accommodation requests

IV. Requirements

Applicants must meet the following:

1. Minimum Eligibility Requirements

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

2. Data Collection, Evaluation and Performance Measures

- a. All funded agencies will participate in data collection through King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming.
- b. KCRHA will collaboratively establish and evaluate performance metrics with each awardee which will be included into each Project Service Agreement (PSA).

3. COVID-19 Safety Guidelines

- a. Agencies are expected to follow current, appropriate safety protocols as outlined by [Seattle-King County Public Health](#), to prevent the spread of COVID-19. These protocols may include social distancing, wearing masks, hand washing, and sanitizing surfaces.

4. (For non-profit applicants only) Unique Entity ID and Federal [System for Award Management](#) (SAM) registration in good standing.

5. Letter(s) of Commitment or Other Documentation of 25% Matching Funds

- a. Match funds must be either in-kind or non CoC grant funds from previous NOFO cycles.



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Seattle-King County Continuum of Care (CoC)
Domestic Violence, Dating Violence, Sexual Assault, and Stalking (DV Bonus)
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APPLICATION

I. Instructions for Written Application(s)

Instructions

Applications will be rated based on the information requested in this funding process, a virtual tour/interview, a financial review, and any clarifying information requested by KCRHA. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may not be reviewed nor rated. Applicants may apply for one or both program areas.

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;
- HUD CoC 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 CoC DV Bonus RFP"
- Follow Fluxx prompts and upload attachments.
- The Fluxx portal will open for submission on August 18, 2023. 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 if you experience any technical difficulties with Fluxx.

II. Questions & Rating Criteria

Write a narrative response to sections A – E. A virtual interview/site visit may be requested per rater panel's request. Answer each section completely according to the questions. Do not exceed a total of 1700 words per section (Section F, Attachment 2 and do not count towards the page limit). Applications will be rated out of 100 points for the following criteria:

A. Need For Project/ Project Narrative (20 POINTS)

1. What is unique about your organization that should be considered when looking across similar applicants? How are you uniquely positioned to carry out this project?
2. Explain what your organization is proposing to do.
 - a. Where will you carry out your proposed program(s)? (Region, city, neighborhood(s), etc.)
 - b. What is the ratio of staff to participants?
 - c. The target population(s) to be served; including number of survivors served annually.
 - d. Explain how program residents will remain in permanent housing that addresses their needs and includes housing first, trauma-informed, survivor-centered approaches which also maintain confidentiality and encourage wellbeing.

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

- *The agency effectively demonstrates unique features which are needed within the community and Continuum of Care through this funding process.*
- *Proposes to serve survivors of DV, sexual assault, sex trafficking and/or stalking.*
- *The program does not exclusive serve survivors of sex trafficking only;*
- *Additional points given to proposals who serve only survivors*
- *Applicant proposes adequate experience to provide services and rental assistance as described in the scope of work;*
- *The number and confirmation of units will fit the needs of the program participants; and*
- *Demonstrates a commitment to a housing first approach, trauma-informed, person-centered approaches which also maintain confidentiality and encourage wellbeing.*
- *The applicant has a logical, thorough plan to address the needs identified in this procurement process.*
- *Applicant proposes to implement services within the Seattle-King County CoC's area.*
- *The ratio of direct-service staff to survivors supports survivor-centered services.*
- *Applicant provides detail about the anticipated number of people housed and anticipates serving an underserved population.*

B. Project Applicant Experience & System Coordination (20 POINTS)

1. Does your organization have experience operating Rapid Re-housing or Joint Transitional Housing RRH Component projects? If so, please share how you have demonstrated past success.
2. Explain the range of confidential support services you will offer.
3. Who will carry out these tasks and what are their desired qualifications?
4. Explain how your proposal will intersect with the healthcare system to support the needs of survivors.
5. Explain how your proposal will coordinate with other systems and services in the community.

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

- *Demonstrates a history of successfully operating PH-RRH and/or TH-RRH, or the ability to succeed*
- *Demonstrates the ability to keep residents housed permanently.*
- *Proposal includes staffing and staff qualifications seem logical for the program type*
- *Additional points awarded for proposals which have formal agreements with healthcare providers*
- *Proposal demonstrates the ability to leverage partnerships and services to best serve survivors*
- *Supportive services will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source;*

C. Demonstration of Commitment to Advancing Race and Social Justice (20 POINTS)

1. Describe how your agency supports and empowers low-income Black, Indigenous, and People of Color (BIPOC) communities who have historically experienced systemic oppression.
2. Describe how your agency supports and empowers the LGBTQ community, people living with disabilities, 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.

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. Demonstration of Inclusion of Lived Expertise and Person-Centered Practices (20 POINTS)

1. What role will survivors play in planning, implementation, and evaluating your proposed project?
2. Explain how your project will gain and respond to survivor feedback in its ongoing programming and operations?

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

- Applicant clearly describes who and how they will partner with survivors and/or other community stakeholders with lived experience of homelessness and violence.
- Applicant effectively communicates how they 'share power' and respond to customer feedback by including customer voice in their planning, implementation, and evaluation of services.
- Applicant's budget and explanation reflect an equitable partnership (if applicable).

E. Data and Fiscal Management Practices (5 Points)

1. Describe your agency's experience or ability to collect and manage Homeless Management Information System (HMIS) data.
2. What is your agency's experience gathering and reporting on programmatic data? If your agency has limited experience in gathering and reporting on program data, please describe your capacity-building needs in this area.
3. Describe how your agency manages finances, including any financial systems and controls in place.

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

- Applicant has previous experience or explains their knowledge and capacity to collect and manage HMIS data.
- The applicant has experience or has the ability to meet reporting requirements with state, local and/or federally funded programs.
- Applicant adequately describes its revenue, financial health, and fiscal management system.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

F. Budget & Budget Narrative (15 POINTS)

Complete the CoC Proposed Program and Personnel Budgets (Attachment #2, tabs 1 & 2) for each 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 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 word 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. You must be able to demonstrate a 25% in-kind or cash match.

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.
- Applicant demonstrated the ability to meet the 25% match requirement.

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. (Attachment #2 does not count towards the 1700 word 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 **August 28, 2023, by 11:59pm 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 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 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. Application Checklist

FY2023 DV Bonus 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)**
 - Need for Project/ Project Narrative (20 points)
 - Project Applicant Experience & System Coordination (20 points)
 - Demonstration of Commitment to Advancing Race and Social Justice (20 points)
 - Demonstration of Inclusion of Lived Expertise and Person-Centered Practices (20 points)
 - Data and Fiscal Management Practices (5 points)
 - Budget & Budget Narrative (15 points)

- 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.
 - Documentation demonstrating a 25% match commitment (non-CoC funds)

- *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 **August 28, 2023, by 11:59pm PST**. See Section III for submission instruction.

**King County Regional Homelessness Authority
FY2023 DV Bonus RFP
Application Cover Sheet**

1. Applicant Agency:			
2. Application Program Area(s) (check all that apply):	<input type="checkbox"/> Rapid Re-Housing <input type="checkbox"/> Joint TH/RRH Component		
3. Survivors Served (check all that apply):	<input type="checkbox"/> DV <input type="checkbox"/> Sex trafficking <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Stalking <input type="checkbox"/> Dating Violence		
4. How many do you plan to serve annually?			
5. When can you start offering services?			
6. Proposed Location(s):			
7. Agency Executive Director:			
8. Total Amount being requested:			
9. Agency Primary Contact			
Name:		Title:	
Address:			
Email:		Phone:	
10. Organization Type:			
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):			
11. Federal Tax ID or EIN:		12. DUNS #:	
13. WA Business License #:			
14. Partner Agency (if applicable):			
Contact Name:		Title:	
Address:			
Email:		Phone:	
Signature of partner agency representative:		Date:	
Authorized physical signature of applicant/lead agency			
<i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i>			
Name and Title of Authorized Representative:			
Signature of Authorized Representative:		Date	