



2023 North King County Severe Cold Weather Response Request for Proposal (RFP)

TABLE OF CONTENTS

GUIDELINES		PAGE NUMBER
I.	Summary	3
II.	Background	4
III.	Program Scope	5
IV.	Requirements	7

APPLICATION		PAGE NUMBER
I.	Instructions	9
II.	Application Questions & Rating Criteria	10-12
III.	Deadline & Completed Application Requirements	12-13
IV.	Application Checklist	14
V.	Attachment 1: Application Cover Sheet	15



2023 NORTH KING COUNTY SEVERE COLD WEATHER RESPONSE REQUEST FOR PROPOSAL (RFP) GUIDELINES

I. Summary

Introduction: The 2023 North King County Severe Cold Weather Response RFP aims to fund up to two proposals from agencies interested in providing emergency shelter responses to severe cold and snow weather conditions for individuals experiencing unsheltered homelessness in North King County. **KCRHA may offer up to \$109,844 towards this RFP.**

The intent of this funding opportunity is to seek providers with the ability to deliver person-centered, emergency response solutions, within North King County. KCRHA expects to award the following:

- Up to two (2) awards

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

- Immediate activation of a 24-hr severe cold weather shelter and response for single adults ages 18+ for individuals of all gender identities in North King County.

The KCRHA welcomes proposals which involve specialized strategies that meet the unique needs of single adults, families, Black, Indigenous, People of Color (BIPOC), people living with disabilities, immigrants, and lesbian, gay, bisexual, transgender, questioning, queer, intersex, asexual, pansexual, and allies (LGBTQIA+) communities.

Applications: The deadline for submitting completed proposals is **Monday, October 9, 2023, by 11:59 pm, PST, through KCRHA's Grant Management System, Fluxx**. This funding process is competitive and open to any agencies that meet the KCRHA's [Agency Minimum Eligibility Requirements](#), and any additional requirements outlined in Section III.

Timeline*	
Funding Opportunity Released	Thursday, September 14, 2023
**Information Session (Note: participation and registration are highly recommended, but not required to apply. Please email RFP@kcrha.org if you have accommodation requests.)	Tuesday, September 19th, 2022 (virtual & recorded) 12pm-1pm, PST. Click to join Teams Meeting:
Last Day to Submit Questions to RFP@kcrha.org	Friday, September 22, 2023, at 5:00PM PST.
Application Deadline	Monday, October 9, 2023, by 11:59PM PST via Fluxx
Denial Notification (anticipated)	Thursday, October 19, 2023
Award Notification (anticipated)	Monday, October 30, 2023
Estimated Contract Start Date	Wednesday, November 1, 2023

*KCRHA reserves the right to change any dates in the RFP timeline. Any updates, including responses to questions, will be posted on the KCRHA website under, 'Funding Opportunities'.

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

II. Background

Background

King County frequently experiences sustained cold and wet weather during winter months, typically November through March. These severe weather events are particularly dangerous for people experiencing homelessness, who often spend prolonged periods of time outside and unprotected from the elements. Exposure to these cold weather conditions, often with inadequate clothing and supplies, increases the risks of severe weather-related morbidity and mortality. These risks are further increased by a disproportionate burden of underlying medical and mental health diagnoses, which can also increase susceptibility to the dangers of cold and wet exposure.

It is vital to formulate activation policies with the intent to mitigate risks for hypothermia and cold weather-related negative health outcomes throughout the region's changing seasons, including temperatures that may not traditionally trigger a larger community-wide emergency response.

The KCRHA aims to proactively address extreme weather conditions with activation responses and contracting partnerships that keep people experiencing homelessness safe. Activation ranges from access to life-sustaining supplies and can include opening of [indoor spaces](#) that meet Public Health Seattle-King County (PHSKC) [guidelines](#) for social distancing, air quality and infectious diseases, including COVID-19 [protocols](#). Other activation procedures include community notification, transportation, and site operations.

Funding Sources: KCRHA will use multiple fund sources to support the projects awarded through this funding opportunity. Below is a breakdown of the total funding amount.

Funding Sources	Amount
King County	\$50,000
Lake Forest Park (General Fund)	\$16,344
Kenmore (American Rescue Plan Act Funds)	\$7,000
Shoreline (General Fund)	\$25,000
Bothell (General Fund)	\$8,000
Woodinville (Executive Department - Professional Services Funding)	\$3,500
Total	\$109,844

III. Program Scope

The outcome of this funding process is to create safe, dignified temporary emergency shelter(s), supplies, and referrals to unhoused adults that seek respite from the snow and extreme cold. Additionally, the program will focus on assisting unsheltered single adults. Additional points are given to proposals who address:

- Equity for BIPOC, LGBTQIA+ and individuals living with disabilities; and
- Location’s access to public transit

Overnight shelter will be offered any day, including holidays, when severe weather activation is required. Successful proposals will be able to demonstrate the ability to ramp up their severe weather response with no more than twelve (12) hours of being notified of activation requirements. Applicants that can provide housing navigation resources and referrals will be eligible for additional points.

More program details can be found below:

Program Area(s)	Program Scope	Eligible Costs	Ineligible Costs
Severe Cold Weather Response – Single Adults	<p>Provide a 24-hr response within 12 hours of KCRHA-defined activation of tier 2 or tier 3 cold weather response for single adults 18+ years, of all genders.</p> <p>Provide housing navigation and referral services.</p>	<p>Personnel and fringe benefits</p> <p>Hazard and holiday pay</p> <p>Hotel/motel vouchering</p> <p>Single adult congregate shelter space</p> <p>Single adult non-congregate shelter</p> <p>Drop-in/day center</p> <p>Meals/snacks</p> <p>Beverages</p> <p>Life-preserving supplies</p> <p>Sanitation supplies and services</p> <p>Transportation (such as ride share options, or van)</p> <p>Site-based security</p>	<p>Construction costs</p> <p>Capital Improvements</p>

Type of Severe Weather Event	Desired Responses Include:
Extreme Cold Weather and/or Snow	<p>Provide a heated indoor space that’s accessible by public transport OR be able to staff a space if provided by the funding partners.</p> <p>Operate, at minimum, overnight shelter, including transportation, storage and sanitation of mats, blankets and/or cots; provision of food, and coordination with site management to optimize shelter experience for all stakeholders;</p> <p>Assess and provide for hotel vouchering on a case-by-case basis;</p> <p>Ability to coordinate with emergency responders and outreach in North King County for hotel vouchering;</p> <p>Participate in daily coordination calls with KCRHA and other regional partners.</p>

*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 there are fewer than three applications submitted and/or the applications rated do not meet the minimum rating threshold of 70/100.

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

IV. Requirements

Applicants must meet the following requirements to be eligible to submit an application:

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 in each Project Service Agreement (PSA).

3. COVID-19 Safety Guidelines

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

4. (For non-profit applicants only) DUNS number and Unique Entity Identifier (UEI) which can be requested through [System for Award Management](#) (SAM) and be in good standing.



2023 North King County Severe Cold Weather Response Request for Proposal (RFP)

APPLICATION

I. Instructions for Written Application(s)

Applications will be rated based on the information requested in this funding process, a financial review of your agency's fiscal documents, and any clarifying information requested by KCRHA. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may not be reviewed nor rated.

Applicants may apply for funding which addresses a strategy to work with single adults, families, or both. Services must be able to be ready for activation by November 1, 2023, to ensure a continuity of services.

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

- No more than 1700 characters per question;
- Budget Narrative (PDF), and both Personnel and Program budgets (PDF), uploaded into Fluxx;
- Current fiscal year's financial statements (Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer);
- Most recent audit reports;
- Most recent fiscal year-ending Form 990;
- DUNS number
- Unique Entity Identifier;
- 501(c)(3) 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 North King County Severe Weather Response RFP". Follow Fluxx prompts and upload attachments. KCRHA highly suggests that you 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. You may download the templates using the hyperlink above, scroll to “Budget Detail Forms - Required for All Proposals.”
- KCRHA recommends that applicants gather the required documents and begin writing their proposals on a separate document before submitting their proposal through Fluxx.

II. Questions & Rating Criteria

Write a narrative response to sections A – E. Answer each section completely according to the questions. Do not exceed a total of eight (8) pages for sections A – E combined (Section F, and Attachment 2 do not count towards the (8) page limit). Applications will be rated out of 100 points for the following criteria:

A. TELL US WHO YOU ARE (15 POINTS)

1. Explain your agency’s history, mission, cultural identity, and experience providing services you are proposing.
2. What is unique about your organization that should be considered when looking across similar applicants?
3. Are you able to begin the work you are proposing by November 1, 2023 (if needed)? (Yes/No)
4. Do you have access to storage or warehouse space for emergency supplies (water, masks, sanitation supplies, beds, etc.)? (Yes/No)

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

- Experience reflects a history of providing services that are focused on helping individuals gain safety from severe weather, improve physical and behavioral health and racial equity, and address barriers to securing housing.
- The agency effectively demonstrates unique features which are needed within the community and Continuum of Care through this funding process.
- Applicant demonstrates the ability to quickly ramp up their severe weather activation starting November 1, 2023.
- Applicant demonstrates the ability to secure severe weather-related supplies and storage space to keep on hand in case of an immediate activation.

B. WHAT ARE YOU PROPOSING TO DO? (25 POINTS)

1. Explain what your organization is proposing to address cold and snow response.
2. Where will you carry out your proposed program(s)? (region, neighborhood(s), etc.)
3. Describe the level of access to public transportation and/or accessibility this location has.
4. Explain your ramp-up strategy for severe cold weather activation?
5. Who will you serve and how many unduplicated households do you plan to serve annually?
6. What is the ratio of staff to participants throughout a 24-hour activation period?

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

- Applicant has a logical, thorough plan to address the needs identified in this procurement process.
- Applicant has a clear strategy that makes sense for single adults.
- Proposed program model involves a logical outreach and marketing strategy to ensure people experiencing unsheltered homelessness are aware of services being offered

- *Proposal addresses how the applicant will provide referral to permanent housing and/ other community services.*
- *Applicant proposes to implement services within the North King County sub-region including the cities of Bothell, Kenmore, Lake Forest Park, Shoreline, and Woodinville.*
- *The ratio of direct-service staff to participants supports housing-focused services.*
- *Applicant clearly explains a timeline which aligns with a November 1, 2023, start date.*
- *Applicant provides detail about the anticipated number of people housed and staffing levels seem adequate for the model being proposed.*

C. HOW IS YOUR WORK ADVANCING RACIAL EQUITY & SOCIAL JUSTICE? (25 POINTS)

1. Describe how your agency supports and empowers Black, Indigenous, and People of Color (BIPOC) communities who have historically experienced systemic oppression.
2. Describe how your agency will ensure access, safety, and inclusivity of space for LGBTQIA+ individuals.
3. Describe how your agency will ensure access, safety, and inclusivity of space for people living with disabilities, survivors of gender-based violence, immigrants/refugees, people living with substance use disorder, co-occurring disorders, people with criminal records, and/or people with limited English proficiency who may need additional supports.

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

- *Applicant demonstrates how they empower their customers' potential and demonstrates an understanding of the historical systemic forms of oppression which harm the communities they serve.*
- *Applicant has a strong history and/or commitment working with and supporting low income BIPOC communities and individuals impacted by institutional racism.*
- *The applicant has a clear understanding of how to offer accessible, safe, inclusive services to individuals and families who may need special accommodations to meet their health and safety needs.*

D. TELL US ABOUT YOUR PARTNERSHIPS (25 POINTS)

1. Describe how you plan to partner with other agencies or other community stakeholders (emergency responders, behavioral health organizations, outreach, hotels, storage providers, transportation services, food providers, etc.) as part of the program you are proposing. How will your partnership work?
2. What role will customers/clients play in planning, implementation, and evaluating your proposed program area(s)?
3. Does your program budget reflect an equitable partnership? (Yes/No) Please explain.

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

- *Applicant clearly describes what other agencies and/or other community stakeholders they will partner with to accomplish their proposed program and how the partnership will function.*
- *The proposal is cost effective in comparison to other proposals while also ensuring livable wages for staff, holiday pay, hazard pay, and other pay incentives which compensate staff fairly.*
- *Applicant effectively communicates how they 'share power' and respond to customer/client feedback by including customer/client voice in their planning, decision making, implementation, and evaluation of services.*
- *Applicant's budget and explanation reflects a partnership which is not exploitative or disproportionately financially rewards one organization more than the other.*

E. TELL US ABOUT YOUR DATA AND FISCAL MANAGEMENT PRACTICES (5 POINTS)

1. Describe your agency's experience or ability to collect information from participants on the city of their last residence 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.
- Applicant has experience or can meet reporting requirements with locally funded programs.
- Applicant adequately describes its revenue, financial health, and financial management system.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

F. HOW MUCH FUNDING IS NEEDED, WHY? (5 POINTS)

Complete the Proposed Program and Personnel Budgets (Attachment #2, tabs 1 & 2) for each program area you are applying for (single adults and or families). Do not provide your agency's total budget. Costs should reflect the proposed activities and any additional fund sources directly related to the program area(s) being proposed. In addition to Attachment #2, complete a budget narrative which addresses the questions below. Attachment #2 will not count toward the eight (8) page limit.

1. Describe each budget item you are requesting and how you plan to use it.
2. Is there any other project funding/revenue or income received from other sources for the proposed program(s) (individual, government, foundation, fees for service, volunteers, etc.)? (Yes/No) If yes, please include each additional fund source in separate columns on Attachment #2.

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

- Staff positions and qualifications are designed to meet the needs of its customers.
- Applicant explains each budget item and its use clearly. Budget items seem logical and cost effective in comparison with other proposals.
- If funds are being used from other sources, the applicant clearly lists the fund source(s) and budget allocations are clearly explained.

III. Deadline & Completed Application Requirements

A. Application Submittal

1. A completed and signed Application Cover Sheet (Attachment #1).
2. The application must include:
 - a. A completed narrative response to sections A. – F. (Budget templates do not count towards the eight (8) page limit).
 - b. If you are proposing a partnership or subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative.
 - c. List of Board of Directors names and last three meeting minutes.
 - d. All required supplemental fiscal documentation.

Completed applications are due by **Monday, October 9, 2023, no later than 11:59pm, PST**. Applications must be submitted via Fluxx. Faxed, hand delivered, or mailed applications will not be accepted. **KCRHA suggests submitting application documents in Fluxx several hours prior to the deadline in case you encounter an issue with the system, etc.** KCRHA is not responsible for ensuring that applications are received by the deadline. KCRHA reserves the right to deny any applications submitted after the stated deadline.

B. Determination of a Completed Application

KCRHA screens each complete application that is submitted on time. For applicants that are determined “complete” *, KCRHA will request copies of the following documents if they are not already on file:

1. Current fiscal year’s financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency’s CFO, Finance Officer, or Board Treasurer.
2. Most recent audit reports.
3. Most recent fiscal year-ending Form 990 report.
4. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
5. Proof of federally approved indirect rate, if applicable.
6. Proof of Federal [System for Award Management](#) (SAM) registration in good standing, if applicable.

* If awarded, KCRHA will require a current certificate of commercial liability insurance. The agency’s insurance must conform to Master Service Agreement (MSA) requirements by the start of the contract. KCRHA will request verification upon each RFP award, during contract development.

IV. Application Checklist

2023 North King County Severe Cold Weather Response Request for Proposal (RFP)

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

HAVE YOU...

- Read and understand the following additional documents found on the KCRHA website?**
 - [Proprietary and Confidential Information](#)
 - [KCRHA's Agency Minimum Eligibility Requirements](#)
- Completed and signed the 1-page Application Cover Sheet? (Attachment #1, upload in Fluxx)**
 - If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.
- Completed each section of the Narrative response for each program area(s) you are applying for? (Enter narrative response for each question in Fluxx)**
 - TELL US WHO YOU ARE (15 points)
 - WHAT ARE YOU PROPOSING TO DO? (25 points)
 - HOW IS YOUR WORK ADVANCING RACIAL EQUITY & SOCIAL JUSTICE? (25 points)
 - TELL US ABOUT YOUR PARTNERSHIPS (25 points)
 - TELL US ABOUT YOUR DATA AND FISCAL MANAGEMENT PRACTICES (5 points)
 - HOW MUCH FUNDING IS NEEDED AND WHY? (5 points)
- Attached the following supporting documents? * (Each attachment, upload into Fluxx)**
 - Roster of your current Board of Directors
 - Minutes from your agency's last three Board of Directors meetings or comparable minutes as outlined in Section III of the application
 - Current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer
 - Most recent audit reports
 - Current verification of nonprofit status or evidence of incorporation or status.
 - Your agency must have a federal tax identification number/employer identification number.
 - Proof of federally approved indirect rate, if applicable.
 - Proof of Federal [System for Award Management](#) (SAM) registration in good standing.
- *If you are proposing a significant collaboration with another agency, have you attached a signed letter of commitment from that agency's Director or other authorized representative?**

**These documents do not count against the page limit for the proposal narrative section.*

All applications are due to the King County Regional Homelessness Authority **No later than Monday, October 9, 2023, by 11:59pm, PST.** See Section III for submission instructions.

**King County Regional Homelessness Authority
2023 North King County Severe Cold Weather
Response RFP Application Cover Sheet**

1. Applicant Agency:			
2. Households Served (check all that apply):	<input type="checkbox"/> Single Adults		
3. How many people do you plan to serve annually?	# Single Adults		
4. Does your proposal address a response to each type of severe weather incident?	<input type="checkbox"/> Extreme Cold		
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. Unique Entity Identifier:		
15. 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