2023 Notice of Funding Availability (NOFA)

Continuum of Care (CoC) Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), and Join Component Transitional Housing-Rapid Rehousing (TH-RRH) Bonus Funding Request for Proposal (RFP)

~~August 8, 2023~~
~~Updated August 9, 2023~~
Updated September 5, 2023

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GUIDELINES

I.   Summary

Introduction: The King County Regional Homelessness Authority (KCRHA) is seeking proposals to include in its countywide consolidated application for *new and replacement* 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 permanent supportive housing (PSH), Rapid Rehousing (RRH), and Joint Component Transitional Housing-Rapid Rehousing (TH-RRH) projects for youth and young adults, single adults, and/or families who meet HUD's (Housing and Urban Development) PSH program criteria. King County Regional Homelessness Authority (KCRHA) may offer multiple awards to agencies with experience and an interest in providing new Permanent Supportive Housing (PSH) operations and support services, new or expanded Rapid Rehousing (RRH) services, and/or new Joint Component Transitional Housing-Rapid Rehousing (TH-RRH) operations and services. Final awards are contingent upon HUD's final funding decisions for the Seattle-King County CoC[1].

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

● Ensure individuals, youth and young adults, and/or families receive ongoing support services and operating funds which help residents achieve housing stability and maintain as much independence as possible;
● Ensure all households meet HUD's definition of 'chronic homelessness' or for projects seeking funding under the HUD's DedicatedPLUS PSH option at time of intake;
● Ensure all RRH and TH-RRH households meet HUD's definition of 'literally homeless' at time of intake.
● Provide services grounded in a housing first, trauma-informed, wellbeing and person-centered services;
● Demonstrates how they include or plan to include people with lived expertise of homelessness and disability in policy and program development.
● Advance equity for Black, Indigenous, and other people of color as well as

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[1] WA-500 - Seattle/King County CoC

individuals who identify as LGBTQ+ and individuals with disabilities.

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:

- Permanent Supportive Housing (PSH); including DedicatedPLUS PSH projects.
  - Including operating, long-term leasing or rental assistance, and support services.
- Rapid Rehousing (RRH)
  - Including rental assistance and support services.
- Joint Component Transitional Housing-Rapid Rehousing (TH-RRH)
  - Including operating, long-term leasing, rental assistance, and support services.

Applications: The deadline for submitting completed proposals is ~~August 28, 2023, by 11:59PM~~ **September 8, 2023** ~~by 3pm~~ **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	Tuesday, 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	Monday, August 18, 2023
Application Deadline	~~Monday, August 28, 2023 @ 11:59PM~~ Friday, September 8, 2023 @ 3:00pm
Virtual Tour/Interview	TBD
Denial Notification (anticipated)	Tuesday, September 12, 2023
Acceptance 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

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[2] Final award and contract with KCRHA are contingent upon the results of the national FY2023 CoC Program Competition and are subject to HUD's grant agreement issuance timeline.

Up to ~~$6,038,143~~ $6,143,143 in new and reallocated HUD Continuum of Care (CoC) Bonus funds may be contracted through this 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 CoC funds, in accordance with section I.B.2.b.(10) of the FY2023 NOFO, however, only the new project application for the expansion will be considered for Bonus funds through this process. Expansion projects are limited to one-year funding requests, and YHDP (Youth Homelessness Demonstration Program) projects and capital expenses are not eligible. Additionally, to be eligible to receive Bonus project, successful proposals 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 NOFO process must demonstrate how the expansion will increase the number of units, persons served, or services provided to existing program participants.

Funding Sources: The total amount of funds available for the Fiscal Year (FY) 2023 CoC Bonus RFP is up to ~~$6,038,143~~ $6,143,143 annually. **The final amount available for this RFP will be determined by HUD's final award amount to the Seattle-King County CoC in 2024.** 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 Bonus	$3,963,967
FY23 HUD CoC Reallocation	~~$2,17,074~~ $2,179,179
Total	**~~$6,038,143~~** $6,143,143

III.   Program Scope

Additionally, KCRHA seeks to fund proposals who demonstrate strong partnerships and coordination with healthcare organizations to increase wellbeing and service connection for PSH residents. Applicants who also demonstrate the ability to effectively serve the needs of LGBTQ+ individuals and/or Black, Indigenous, and People of color are highly desired.

Successful applicants will propose projects using a housing first, trauma informed, person-centered approach which prioritizes the household's 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
Permanent Supportive Housing (PH-PSH)	~~Long-term leasing or renal assistance for tenant-based or scattered site projects;~~ ~~Trauma-informed, person-centered case management~~	Experienced PSH operator within King County;	~~Personnel and Fringe Benefits;~~ ~~Long term master leasing;~~ ~~Long-term rental assistance;~~	Acquisition; Rehabilitation; New construction;

	~~and other eligible supportive services;~~ ~~Housing First approach;~~ Long-term leasing or rental assistance for tenant-based/scattered site projects or site-based projects; or operating costs for site-based projects; Trauma-informed, person-centered case management and other [eligible supportive services](#); Housing First approach;		~~Move-In Costs;~~ Long term leasing, including: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/leasing/ Rental Assistance, including: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-rental-assistance/ Supportive services, including:https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/supportive-services/ Operating costs; including: https://www.hudexchange.info/homelessness-

			assistance/coc-esg-virtual-binders/coc-eligible-activities/operating-costs/	
Rapid Rehousing (PH-RRH)	Short-term (up to three months) and medium-term (4-24 months) tenant-based rental assistance and supportive services to households experiencing homelessness. Trauma-informed, person-centered case management and other eligible supportive services; Housing First approach;	Experienced RRH operator within King County;	Rental Assistance, including: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-rental-assistance/ Supportive services, including: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/supportive-services/	Acquisition; Rehabilitation; New construction;
Joint Component Transitional Housing-Rapid Rehousing (TH-RRH)	A project that combines the activities of a transitional housing project with those of a rapid re-housing project. This project type provides a new way to meet some of the pressing challenges that communities are facing. These projects provide a	Experienced RRH or TH operator within King County;	Long term leasing, including: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/leasing/	Acquisition; Rehabilitation; New construction;

	safe place for people to stay – transitional housing – with financial assistance and wrap around supportive services determined by program participants to help them move to permanent housing as quickly as possible.		Rental Assistance, including: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-rental-assistance/ Supportive services, including:https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/supportive-services/ Operating costs; including: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/operating-costs/	

*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 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) 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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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 <u>not</u> 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;
- 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 (Chief Financial Officer), Finance Officer, or Board Treasurer)
- Most recent audit reports
- 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 PSH Bonus RFP".
- Follow Fluxx prompts and upload attachments.
- The Fluxx portal will open for submissions on August 18th, 2023. Once complete, you may submit your full proposal and attachments through Fluxx. In the meantime, it is suggested you complete your proposal using a Word document.
- Upload a Budget Narrative (PDF), and both Personnel and Program budgets (PDF) before submitting to Fluxx.
- It is 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.

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 1700 words per section (Section F, Attachment 2 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, person-centered approaches which also encourage wellbeing.

Rating Criteria - A strong application meets all the criteria below.
- *The agency effectively demonstrates unique features needed within the community and Continuum of Care through identified in this funding process.*
- *Proposes to serve youth & young adults, single adults or and families who meet HUD's definition of "chronically homeless", or at least one member in the household has a disability;*
- *Applicant proposes adequate experience to provide Permanent Support Housing (PSH) rental assistance, services, and/or operations;*
- *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 encourage wellbeing.*
- *The applicant has a logical, thorough plan to address the needs identified in this procurement process.*
- *Applicant proposes to implement services within KCRHA's jurisdiction and/or target location(s).*
- *The ratio of direct-service staff to residents supports person-centered services.*
- *Applicant provides detail about the anticipated number of people housed and anticipates serving an underserved population. Additional points are awarded to applicants who plan to serve youth and young adults.*

B. Project Applicant Experience & System Coordination (20 POINTS)
1. Does your organization have experience operating Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), or Transitional Housing (TH) Programs ? If so, please share how you have demonstrated past success.
2. Explain the range of support services you will offer.
   a. Who will carry out these tasks and what are their desired qualifications?
3. Explain how your proposal will intersect with the healthcare system to support the needs of participants.
4. 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 PSH;*
- *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 PSH residents*
- *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, 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.

Rating Criteria - A strong application meets all the criteria below.
- *Applicant demonstrates how they empower their residents' 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.*
- *Applicants demonstrate a commitment to advancing equity for marginalized communities in the region.*

D. Demonstration of Inclusion of Lived Expertise and Person-Centered Practices (20 POINTS)
1. What role will residents play in planning, implementation, and evaluating your proposed project?
2. Explain how will your project gain and respond to resident feedback in its ongoing programming and operations?

Rating Criteria - A strong application meets all the criteria below.
- *The applicant clearly describes who and how they will partner with residents and members of the community with lived experience of homelessness.*
- *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 can meet reporting requirements with state, local and/or federally funded programs.*
- *Applicant adequately describes its revenue, financial health, and financial management system.*
- *Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. 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). 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 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. 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 <u>must</u> include:
   a. A completed narrative response to sections A. – F. (Attachment #2 does not count towards the 1700-word limit).
   b. <u>If</u> 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~~ **September 8, 2023, by 3:00pm PST via Fluxx.** 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

2023 CoC PSH, RRH, TH-RRH 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 and 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~~ **September 8, 2023, by 3:00pm PST**. See Section III for submission instructions.

King County Regional Homelessness Authority
2023 CoC PSH, RRH, TH-RRH Bonus RFP - Application Cover Sheet

1.	Applicant Agency:	
2.	Application Program Area(s) (check all that apply):	☐ Leasing ☐ Rental Assistance ☐ Supportive Services ☐ Operating Costs
3.	Households Served (check all that apply):	☐ Single Adults ☐ Youth & Young Adults ☐ Families
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:
☐Non-Profit   ☐For Profit   ☐Public Agency   ☐Other (Specify):

11. Federal Tax ID or EIN (Employer Identification Number):		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

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