



2023 Recreational Vehicle Storage Letter of Intent

October 11, 2023

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I. INTRODUCTION

The 2023 Recreational Vehicle (RV) Storage Letter of Intent (LOI) is seeking applications from qualified agencies interested in providing shelter solutions and vehicle storage for single adults (18 and older), couples, and families with children who are experiencing chronic or brief periods of homelessness and reside in RVs, buses, vans, or other over-sized vehicles.

This funding opportunity is open to proposals from non-profit and faith-based organizations throughout King County. Although KCRHA recognizes the importance of addressing homelessness and housing instability throughout King County, to be eligible for the funding opportunity, proposals outside of the City of Seattle must outline a clear benefit to the City of Seattle residents. By ensuring a benefit to the City of Seattle, and the greater region, this requirement ensures that the projects contribute to the overall welfare and well-being of the community. **KCRHA may offer up to \$1 million in one-time funding in 2023 and up to \$1 million in one-time funding in 2024 towards this funding opportunity for new projects.**

The intent of the 2023 RV Storage LOI is to extend Seattle's continuum of comprehensive, person-centered solutions for people experiencing homelessness who reside in RVs. The KCRHA expects to award multiple awards for projects that will offer a well-designed and secure RV storage program that functions in collaboration with a comprehensive approach to housing support with expertise in delivering direct client assistance and shelter programs. Proposed locations for the RV storage must be immediately adjacent to an existing non-congregate shelter program (if located in Seattle) or meet the local municipal land use requirements for vehicle storage. Proposals must focus on providing secure storage facilities specifically designed for RVs to ensure the safety and protection of these vehicles for individuals or households residing in non-congregate shelters. Non-congregated units may be defined as both shelter and housing units.

Centered in [KCRHA's Theory of Change](#), all proposals will be reviewed to ensure completeness, alignment with the program scope, and budget feasibility. The rating team will recommend proposals to be funded, giving preference to proposals with operations that can begin **November 1, 2023**. All proposals must outline the steps that will be taken to have secured the location for storage no later than December 31, 2023.

II. BACKGROUND

A significant portion of King County's population experiencing homelessness are vehicle residents. In 2020, the Seattle-King County [Point-In-Time Count](#) recorded 2,748 individuals living in their cars, RVs, or vans. Despite these numbers, there is a lack of public funding and support to implement a targeted service approach that addresses RV resident's unique situation and needs. While secure RV storage can be an important strategy to address the

needs of people living in RV's, there must also be effective service delivery to provide resources and supportive services to assist with the successful transition to housing.

III. TIMELINE

Action	Date
LOI Released	Wednesday, October 11, 2023
*Webinar Information Session (Note: participation is highly recommended, but not required to apply)	Friday, October 13, 2023, 12:00 – 1:00PM PST Teams meeting information: Click here to join the meeting Meeting ID: 269 419 420 538 Passcode: a2VAPX Download Teams Join on the web Or call in (audio only) +1 323-433-2408,,861234516# Phone Conference ID: 861 234 516#
Last Day to Submit Questions to RFP@kcrha.org	Monday, October 16, 2023, at 5:00PM PST (Q&A will be available on KCRHA website under "Funding Opportunities drop-down menu)
LOI Deadline (submit in Fluxx)	Monday, October 23, 2023, at 11:59PM PST Login to Fluxx to start application process***
*Virtual Tour/Interview	Week of October 23, 2023
*Award/ Denial Notification (anticipated)	Week of October 23, 2023
*Appeals Due	Week of October 30, 2023
*Estimated Contract Start Date	November 1, 2023

- * KCRHA reserves the right to change any dates in the LOI timeline. Any updates, including responses to questions, will be posted on the [KCRHA website](#) under, 'Updates.'
- ** Please contact the Procurement Coordinator for accommodation requests at RFP@kcrha.org.
- *** KCRHA recommends applicants begin their applications several weeks before the deadline to ensure technical difficulties do not get in the way of meeting the application deadline.
- **** KCRHA reserves the right to reopen any funding opportunity if there are less than three application submissions and/or the applications rated do not meet the minimum rating threshold of 70/100.

The deadline for submitting a completed LOI is **October 23, 2023, at 11:59 PM PST**. An Information Session will be held to review the LOI and answer questions. Agency representatives should plan to attend the Information Session. Questions and answers elicited during the Information Session, and questions otherwise answered by the Procurement Coordinator, will be posted online at: <https://kcrha.org/resources/funding-opportunities/>.

Questions submitted outside of the Information Session should be submitted to the Procurement Coordinator via email at RFP@KCRHA.org; agencies will receive a response via email. The final day to ask questions related to this funding opportunity is Thursday, October

12, 2023, at 5:00PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

Funding Sources

KCRHA will use one-time General Fund resources from the City of Seattle to support the projects awarded through this RFP. Please note that \$1,000,000 is the annual award amount for operating costs. KCRHA does not anticipate awarding more \$1,000,000 in 2023, including all startup and site improvement costs and \$1,000,000 in 2024 for the one-time continuation of those storage locations through December 31, 2024. **This funding is intended to operate in collaboration only with existing projects.**

Fund Sources	FY2023 (One-Time Funds)	FY2024 (One-Time Funds)
SDOT-020-C-001-2023	\$1,000,000	\$1,000,000
Total	\$1,000,000	\$1,000,000

IV. PROGRAM REQUIREMENTS & PROGRAM SCOPE

Program Requirements

Applicants must adhere to the program requirements to be eligible to apply for funding through the 2023 RV Storage LOI.

1. Minimum Eligibility Requirements
 - Agencies are required to meet the requirements found on [KCRHA's](#) website.
 - Agencies are required to have adjacent property for the purpose of RV storage to be considered (unless local land use codes permit a separate location).
2. Data Collection, Evaluation and Performance Measures
 - 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.
 - KCRHA will collaboratively establish and evaluate performance metrics with each grantee which will be incorporated into each Service Contract.
3. COVID-19 Safety Guidelines
 - Agencies are expected to adhere to current, appropriate safety protocols as outlined by [Seattle King County Public Health](#), to prevent the spread of COVID-19. These protocols may include social distancing, wearing masks, hand washing, and sanitizing surfaces.
4. DUNS number and Federal [System for Award Management](#) (SAM) registration in good standing.

Program Scope

Successful proposals will demonstrate the capability of delivering integrated services effectively and efficiently. The program aims to provide secure and accessible RV storage options adjacent to existing non-congregate shelter services and housing programs. KCRHA

aims to invest in strategies that increase engagement with vehicle residents, minimize harm and improve the well-being of individuals living in RVs.

Successful applicants will be responsible for implementing and managing the program area below. RV storage services shall include designated storage facilities or parking spaces with appropriate security measures, ensuring the security and protection of the stored RVs.

The sections below summarize the program area(s) and associated requirements contained in this LOI. Expanded program details can be found in each program area below. As noted previously in this announcement, “RV” is understood to mean recreational vehicles, buses, vans, and other oversized vehicles. KCRHA is open to applications where agencies (for profit or faith-based organization) partner to provide the required scope of activities.

1. Summary of Program Requirements

- Provide an existing location suitable for the storage of multiple RVs, including for households residing in RVs that are unsuitable for human habitation and therefore not suitable for safe parking programs;
- Must document resident income and housing status;
- RV storage shall last for 90 days, with potential options for extension in support of the participants plan for housing solutions;
- Must be an existing non-congregate emergency shelter (including tiny home and other micro-modular villages), homelessness outreach, or housing program;
- Enrolled program participants would acknowledge and consent that, during this period, their RV will not function as an overnight stay;
- Ensure RVs on site are securely stored and do not present health or hazard risks to individuals or the surrounding area;
- Sufficient staffing to facilitate acceptance of vehicles into storage and suitable hours for participants to access their belongings;
- Ensure clients continue to reside in shelter or housing;
- Manage the storage location and dispose of RVs after the designated storage period has ended.

2. Provider Profile and Requirements

- For-profit entity, non-profit organization, government agency, public housing agencies, or a faith-based organization;
- Owns, or has access to property that meets the [City of Seattle or other Municipal Siting Requirements which is suitable for the storage of multiple RVs](#);
- Grantees are responsible for maintaining clear and accurate project records;
- Any staff with regular interaction with residents must have de-escalation training and other support to provide trauma-informed and person-centered care.

3. Eligible Costs

- Operating & maintenance costs;
- Towing costs to bring a vehicle to the storage location;
- Costs for vehicle removal, storage and disposal;
- Time-limited secure storage of RVs, including security and monitoring equipment;

- Staffing and data management costs;
- Hard costs for site- development or improvement of a storage location.

4. Ineligible Costs

- Funds may not be used to purchase or make a down payment on a new vehicle or RV or repair an inoperable vehicle.

V. CONTRACTING REQUIREMENTS

1. Any contract resulting from this LOI will be between KCRHA and the applicant organization.
2. Contracts may be amended to ensure that services and outcomes align with community needs, or changes in availability of funding.
3. Contractors will be required to comply with the Terms and Conditions of the KCRHA Master Service Agreement (MSA). These requirements shall be included in any contract awarded because of the LOI and are not negotiable.
4. Contractors will be required to maintain books, records, documents, and other evidence directly related to the performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Seattle, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of seven (7) years after completion of work.
5. Contractors must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
6. Contractors must have the capacity to protect and maintain all confidential information gained by reason of this contract against unauthorized use, access, disclosure, modification, or loss.

VI. SELECTION PROCESS

Agencies must demonstrate the capacity to meet all the program requirements. All interested parties must submit a complete application via Fluxx to be considered for funding. Proposals must meet minimum eligibility qualifications. An eligibility screening will verify that: (1) an agency is currently contracted by KCRHA to provide services to homeless families, (2) the proposal is complete (responds to all questions and includes all the items included on the checklist) and is submitted on time.

APPENDIX 1: PERFORMANCE EXPECTATIONS

Agencies will report on client outcomes through performance commitments. Specific numerical goals for performance commitments will be determined during contract negotiation. Examples of performance commitments are shown below.

1. Unduplicated number of shelter residents utilizing RV storage.

A. SUBMISSION INSTRUCTIONS & DEADLINE

Application Submittal

1. Upload a completed and signed LOI Cover Sheet (Attachment 1).
2. The application must include:
 - A completed narrative response to sections A. – E. (Sections F and G do not count towards the 5- page limit).
 - 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.

Completed LOIs are due by **Wednesday, October 24, 2023, at 11:59 PM PST**. Applications must be submitted to Fluxx at: [KCRHA Grants Management System](#). KCRHA advises completing documents several days prior to the deadline in case you encounter an issue with your internet connectivity, etc. We highly recommend you draft your letter in a Microsoft Word document, then upload it to Fluxx. KCRHA is not responsible for ensuring that applications are received by the deadline. KCRHA reserves the right to deny any applications submitted after the stated deadline.

Determination of a Completed Application

KCRHA conducts a screening after applications are submitted to verify application completeness and compliance. Please submit copies of the following documents if they are not already on file. Failure to upload all of the requested documents will result in an application denial.

Please upload all documents within the KCRHA grants management portal ([Fluxx](#)).

B. PROPOSAL NARRATIVE & FORMS

A. AGENCY EXPERIENCE AND PROPOSED APPROACH (20 points)

1. What is your program's current or proposed service model? What changes have or would you make to develop and/or operate a secure RV storage setting?
2. How does your current/proposed service model lead to exits to permanent housing or overcome barriers to service engagement?
3. Has your organization identified and secured a location where the RV secure storage will be operated by **November 1, 2023**? If yes, please attach documentation (i.e., Lease, rental agreement, etc.) in the "application documents" section below. If no, please provide the organization's plan to procure such a location before December 31, 2023.
4. What group of vehicle residents would this proposal best serve (e.g., residents of inoperable RVs, people hoping to continue residing in their RV)? What is the anticipated number of people who will be served in your proposed model? How many individuals? How many couples? How many RVs? Do you anticipate serving an underserved

population? If so, please explain.

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.
- Applicant describes how they will facilitate referrals and information sharing with associated non-congregate shelters, homelessness outreach agencies, and housing programs.
- Applicant provides detail about the site location, has secured the property, or has a clear and logical plan to secure a location before the December 31, 2023.
- Applicant provides detail about the anticipated number of people housed, number of vehicles, and anticipates serving an underserved population.
- Applicant proposes to implement services in Seattle or has made a strong case how it will benefit Seattle residents.

B. STAFFING (10 points)

1. Describe the staff who will have a significant role in designing, delivering, and evaluating each program area(s) of interest. What will they be responsible for doing? What is the ratio of staff to participants?
2. What strategies do you use to build the leadership capacity of BIPOC (Black, Indigenous, and People of Color) employees within your organization?

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

- Staff positions and qualifications are designed to meet the needs of residents.
- Applicants have a plan to build leadership capacity and opportunities for BIPOC staff.

C. RACIAL EQUITY & SOCIAL JUSTICE (20 points)

1. Describe how your agency uses strength-based approaches to empower BIPOC communities who experienced systemic oppressions and/or poverty? How does this approach support BIPOC people and communities?
2. Describe how your agency supports and empowers transgender people, LGBTQIA+ community, people living with disabilities, survivors of DV, immigrants/refugees, people living with substance use disorder, co-occurring disorders, people with criminal records, and/or people with limited English proficiency who have historically experienced systemic oppression.
3. How does your agency ensure equal access to program services and facilities in accordance with a person's self-identified gender?

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

- Applicant has a strong history and experience working with and supporting low income BIPOC communities and individuals impacted by institutional racism and/or poverty.
- Applicant understands the historical and systemic nature of systemic oppression impacting the communities they propose to serve and proposes ways to undo these harms within their proposed program. Applicant demonstrates ethical decision making and the ability to be flexible with client centered needs for successful participant outcomes out of homelessness.
- The 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. This outcome must be measured through client exit interviews.

D. PARTNERSHIPS (10 points)

1. Describe how you will partner with program residents, community members, and/or other agencies to execute the proposed program area(s) and this available feature as a means to reduce barriers to accessing shelter.

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.

E. BUDGET (40 points)

1. Complete and upload the proposed Program and Personnel Budget (Attachments 2, tabs 1 & 2) for your program's proposed budget in 2023 and 2024. Provide a 2023 budget reflecting the prorated amount for services rendered November 1, 2023 - December 31, 2023 (denoting when costs are one-time rather than ongoing in your budget narrative), and a 2024 annualized budget reflecting the amount needed for ongoing services January 1, 2024 - December 31, 2024, based on funds available through this LOI. Also, upload a Budget Narrative which provides a line-by-line overview and explanation of your methodology of each budget line item requested. Do not provide your total organization's budget. Costs should be reflected in the proposed activities and any additional funding associated directly to the program area(s) being proposed.

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

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

C. PROPOSAL CHECKLIST

A complete proposal packet must include all the following items:

1. A completed LOI Proposal Cover Sheet (Attachment 1).
2. Program Description Narrative
3. A completed Program Budget Summary Form (Attachment 2).
4. A completed Program Budget and Personnel Detail Form (Attachment 3).

Incomplete proposal packets will be deemed unresponsive and will **not** be rated.

D. ATTACHMENTS

i. Checklist

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**.

- Read and understand the following additional documents found on the [KCRHA website](#).**
 - Proprietary and Confidential Information
 - KCRHA's Agency Minimum Eligibility Requirements
 - KCRHA Master Service Agreement, with amendments
 - KCRHA HMIS Requirements
 - KCRHA Commitment to Funding Culturally Responsive Services
 - KCRHA Code of Ethics/Conflict of Interest Policy
 - KCRHA Contracting Requirements
 - KCRHA Funding Opportunity Selection Process
 - KCRHA Appeal Process
 - KCRHA Guiding Principles
- Completed and signed the required 1-page LOI Cover Sheet? (Attachment 1) ***
 - If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.
- Completed each section of the Narrative response for each program area(s) you are applying for?**
 - Must not exceed 1,700-word limit per field, single spaced.
 - Submitted materials are converted into a PDF file before uploading to KCRHA grant management system (Fluxx) for submission.
 - A completed narrative response addresses the following:

- AGENCY EXPERIENCE (20 points)
 - STAFFING (10 points)
 - RACIAL EQUITY (20 points)
 - PARTNERSHIPS (10 points)
 - BUDGET & BUDGET NARRATIVE (40 points)
 - VIRTUAL SITE VISIT AVAILABILITY
- Uploaded the following required documents into ([Fluxx](#))?**
- Roster of your current Board of Directors
 - Minutes from your agency's last three Board of Directors meetings or comparable minutes as outlined in Section III of the application
 - Current Financial Statements - this consists of the Balance Sheet, Income Statement and Statement of Cash Flows; certified by the agency's CFO, Finance Officer, or Board Treasurer
 - Form 990
- If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative?**
- These documents do not count against the 5-page limit for the proposal narrative section. All applications are due to the King County Regional Homeless Authority **Wednesday, October 24, 2023, at 11:59 PM PST**. See Section III for submission instructions.

ii. 2023 RV Storage Letter of Intent Proposal Cover Sheet

1. Application Program Categories (check all that apply):	<input type="checkbox"/> RV Storage/Non-Congregate		
2. Households Served (check all that apply):	<input type="checkbox"/> Single Adults <input type="checkbox"/> Couples <input type="checkbox"/> Both		
3. Populations Served: (check all that apply):	<input type="checkbox"/> BIPOC <input type="checkbox"/> LGBTQ <input type="checkbox"/> People living w/disabilities <input type="checkbox"/> DV survivors <input type="checkbox"/> Immigrants/refugees <input type="checkbox"/> People living with substance use disorder <input type="checkbox"/> People living w/co-occurring disorders <input type="checkbox"/> People w/a criminal record <input type="checkbox"/> People w/limited English proficiency		
4. Proposed Location	Site Location: _____		
5. Applicant Agency:			
6. Agency Executive Director:			
7. Total Budget Request for each Program Category (enter all that apply):	RV Storage/Non-Congregate Shelter: \$ _____ RV Storage/Client Assistance: \$ _____		
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 (Employer Identification Number):			11. Unique Entity Identifier (UEI) #:
12. WA Business License #:			
<i>Form continues second page.</i>			

13. Partner Agency (if applicable):

Contact Name: Title:

Address:

Email: Phone:

Description of partner agency proposed activities:

Signature of partner agency representative:

Date:

14. 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: