



2024 Continuum of Care (CoC) King County Consolidated Rapid Rehousing (RRH) Request for Proposal (RFP)

Posted: November 30, 2023

Updated: December 4, 2024

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I. Introduction

The King County Regional Homelessness Authority (KCRHA) is seeking proposals for the 2024 Continuum of Care (CoC) King County Consolidated Rapid Rehousing (RRH) Request for Proposal (RFP). KCRHA is seeking applications from qualified agencies interested in providing Rapid Rehousing (RRH) for single adults and families.

This funding opportunity is open to proposals from non-profit and faith-based organizations throughout King County. **KCRHA expects to award up to \$1,718,820 in Continuum of Care (CoC), Consolidated Homeless Grant (CHG) and Emergency Service Grant (ESG) funding, and anticipates awarding at minimum one (1) and up to three (3) organizations.**

The intent of the 2024 CoC King County Consolidated RRH RFP is to identify an agency to assume responsibility for the ongoing CoC King County Consolidated RRH program.

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 that:

- 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 RRH households meet HUD's definition of "literally homeless" at time of intake.
- Provide services grounded in 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 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 February 2024. Ongoing funding is based on budget availability and customer satisfaction with service provider/program performance.



Applications: The deadline for submitting completed proposals is **December 18, 2023, by 11:59 PM 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 the following sections.

II. Background

The King County Consolidated Rapid Rehousing program is an ongoing CoC RRH program that provides Rapid Rehousing and support services to single adults and families. Rapid Rehousing is a critical intervention program designed to transition individuals and families experiencing homelessness into stable and permanent housing. This program aims to provide single adults and families experiencing homeless Rapid Rehousing services including housing identification, rent and move-in assistance, and rapid re-housing case management and services. Rapid Rehousing ensures households are housed as fast as possible, are able to obtain stability, have autonomy and be the key decision maker in their life, be able to progress on their goals for improving quality of life, and exit the program to sustainable permanent housing.

The program can have multiple sub-recipients that combined must serve 140 households (25 families and 115 single adults). The program currently has thirty (30) households enrolled that a new sub-recipient(s) will continue to provide Rapid Rehousing and support services for.

III. Timeline

Action	Date
RFP Released	Monday, November 29, 2023
Information Session Webinar <i>Participation is highly suggested but not required</i>	Friday, December 1, 2023, at 12:00 PM PST Join ZoomGov Meeting Meeting ID: 160 629 6388 Passcode: 875597 Friday, December 8, 2023 at 12:00 PM PST Join ZoomGov Meeting Meeting ID: 160 758 4176 Passcode: 365395
Last Day to Submit Questions to RFP@kcrha.org	Monday, December 11, 2023, at 5:00 PM PST Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu
RFP Deadline <i>Submit in Fluxx</i>	Monday, December 18, 2023, at 11:59 PM PST <i>Login to Fluxx to start application process***</i>



Virtual Tour/Interview	Week of January 8, 2024
Denial Notification	Week of January 15, 2024
Award Notification	Week of January 22, 2024
Appeals Due	Week of January 22, 2024
Estimated Contract Start Date	Thursday, February 1, 2024

- * KCRHA reserves the right to change any dates in the RFP timeline. Any updates, including responses to questions, will be posted on the KCRHA website under, 'Updates.'
- ** Please contact the Procurement Coordinator for accommodation requests 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 RFP is **December 18, 2023, at 11:59 PM PST**.

An Information Session will be held on **December 1, 2023, from 12:00 – 1:00 PM PST** and **December 8, 2023, from 12:00 – 1:00 PM PST** to review the RFP 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 December 11, 2023, at 5:00 PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

IV. Funding Source

KCRHA will use Continuum of Care (CoC), Consolidated Homeless Grant (CHG) and Emergency Service Grant (ESG) funds to support the projects awarded through this RFP.

Fund Source(s)	2024	Annual Renewal
WA-500 CoC*	\$1,369,856	\$1,369,856**
CHG-KC-24	\$84,873	\$84,873***
SESG-KC-24	\$264,091	\$264,091***
Total	\$1,718,820	\$1,718,820

- * CoC renewal awards are contingent upon the results of the national FY2024 CoC Program Competition and are subject to HUD's grant agreement issuance timeline.



** Subject to change due to Fair Market Rent adjustments.

*** Renewal of CHG and ESG grants are dependent on continuation of providing the King County Consolidated RRH program.

i. Budget Breakdown

As this is an ongoing CoC program, the budget line items cannot be changed without prior approval from the U.S. Department of Housing and Urban Development (HUD). A 25 percent match is required for all CoC programs. The match for the King County Consolidated RRH program is provided for by the Consolidated Homeless Grant (CHG) and Emergency Service Grant (ESG) dollars as part of the RFP.

CoC Budget			
CoC Total Award	Rental Assistance	Supportive Services	Admin
\$1,369,856	\$1,024,428	\$322,615	\$22,813
ESG + CHG Match			
\$348,964			
Total Award			
\$1,718,820			

V. Program Requirements

Applicants must adhere to the program requirements to be eligible to apply for funding through the CoC King County Consolidated RRH RFP.

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.

VI. Program Scope

KCRHA seeks to fund proposals who demonstrate strong partnerships and coordination with healthcare organizations to increase wellbeing and service connection for RRH 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. Below are the summarized the program areas.

1. Program Scope
 - a. 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.
 - b. Housing First Approach
2. Provider Profile & Eligibility
 - a. Experienced RRH operator within King County
3. Eligible costs
 - a. Rental Assistance
 - i. Eligible activities can be found at HUD Exchange
 - i. [CoC Eligible Activities – Rental Assistance](#)
 - ii. [CoC At-A-Glance – Rental Assistance](#)
 - b. Supportive Services
 - i. Eligible activities can be found at HUD Exchange
 - i. [CoC Eligible Activities – Supportive Services](#)
 - ii. [CoC At-A-Glance – Supportive Services](#)
4. Ineligible Costs
 - a. Acquisition
 - b. Rehabilitation
 - c. New construction

VII. Contracting Requirements



1. Any contract resulting from this RFP 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 RFP 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.

VIII. 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. Number of households provided RRH and support services.
2. 80% of successful exits to permanent housing.
3. 5% or fewer returns to homelessness within 6 months from exiting program.

IX. 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.



- * 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.

X. Submission Instructions

i. Application Submittal

Applications will be rated on the information requested in this RFP, a virtual tour/interview, and any clarifying information requested by KCRHA. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may not be rated.

Agencies are encouraged to apply for any program area for which they qualify. Development projects must integrate services, and/or operations. Please detail how you propose to provide services and/or operate the site you plan to develop.

Agencies are asked to complete one narrative application and budgets that describes how their agency meets the requirements of each of the selected program area(s) your agency is applying for. Additional points will be rewarded to applicants who can demonstrate how their services incorporate direction, authentic partnership, or feedback from people with lived experience of homelessness.

Required format for each submitted application:

- a. Typed, no more than 1700 characters per section.
- b. Convert each narrative into a PDF file before uploading to KCRHA grant management system, Fluxx, for submission; and submit a Budget Narrative, and **both** Personnel and Program budgets.
- c. Submit Application page as an attachment under “Application Documents.”
- d. Upload a completed and signed Application Cover Sheet (Attachment 1).
 - a. The application must include:
 - i. A completed narrative response to sections A. – E. (Section F does not count towards the 9-page limit).
 - ii. 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.
 - iii. List of Board of Directors names and last three meeting minutes.

Completed applications are due by **December 18, 2023, at 11:59 PM PST**. Applications must be submitted in Fluxx at: [KCRHA Grants Management System](#). KCRHA advises completing the application documents several days prior to the deadline in case you encounter an issue with



your internet connectivity, etc. We highly recommend you respond to each question 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.

ii. 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](#)).

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.

iii. Questions & Rating 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. How does your current/proposed service model lead to exits to permanent housing or overcome barriers to service engagement?
3. Explain what your organization is proposing to do.
 - a. Where will you carry out your proposed program(s)? (Region, city, neighborhood(s), etc.)
 - b. How will your agency ensure it has the ability to meet the timeframe of contract start date of February 1, 2023.



- c. What is the ratio of staff to participants?
- d. The target population(s) to be served; including number of survivors served annually.
- e. 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.
- The agency effectively demonstrates an ability to meet the contract start timeframe.
- Proposes to serve youth & young adults, single adults or and families who meet HUD's definition of "literally homeless."
- Applicant proposes adequate experience to provide Rapid Rehousing (RRH) 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.

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

1. Does your organization have experience operating Rapid Rehousing (RRH)? If so, please share how you have demonstrated past success.
2. Does your organization have experience operating a Continuum of Care funded program? If so, please share how you have demonstrated past success in ensuring alignment with CoC written standards and HUD eligibility requirements.
3. Explain the range of support services you will offer.
4. Who will carry out these tasks and what are their desired qualifications?
5. Explain how your proposal will intersect with the healthcare system to support the needs of RRH residents.
6. 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 RRH.
- Demonstrates a history of successfully operating a CoC funded program.
- Demonstrates the ability to keep residents housed permanently.
- The 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 RRH residents and Application Document.
- 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 Guidelines and Application Document 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.
 - a. 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.)?
 - i. Yes/No
 - b. Please provide the amount that your agency is requesting below.

iv. Proposal Packet

A complete proposal packet must include all the following items:

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

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

a. Checklist

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

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 **December 18, 2023, at 11:59 PM PST**. See Section X for submission instructions.

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



v. RFP Cover Sheet

1. Application Program	CoC King County Consolidated RRH
2. Households Served <i>Check all that apply</i>	<input type="checkbox"/> Single Adults <input type="checkbox"/> Couples <input type="checkbox"/> Both
3. Populations Served <i>Check all that apply</i>	<input type="checkbox"/> BIPOC <input type="checkbox"/> LGBTQ <input type="checkbox"/> DV survivors <input type="checkbox"/> People living w/disabilities <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	
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 #:	
13. Partner Agency (if applicable): Contact Name: Title: Address: Phone: Email: Phone: Description of partner agency proposed activities: Signature of partner agency representative: Date:	
<i>Form continues second page.</i>	



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 Authorize Representative:

Date:

