



2024 Right of Way Shelter Enhancement Letter of Intent

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I. Introduction & Background

The 2024 Right of Way (ROW) Shelter Enhancement Letter of Intent (LOI) is seeking applications from eligible and qualified agencies interested in providing enhanced shelter services as part of the Washington Right of Way Initiative.

This funding opportunity is open to proposals from non-profit and faith-based organizations that already provide shelter services throughout King County. Due to the nature of the LOI enhancing current shelter services in King County, the funding opportunity will be open to the following programs but will not support the creation of new shelter beds:

Organization	Program
Africatown Community Land Trust	Benu Community Home
Catholic Community Services	Noel House Enhanced Shelter
Chief Seattle Club	Eagle Village THV
Chief Seattle Club	Raven Village THV
Compass Housing Alliance	Blaine Center and Ottos Place
Compass Housing Alliance	Jan & Peters Place Shelter
Downtown Emergency Service Center	Kerner Scott
Downtown Emergency Service Center	West Wing Shelter
Friends United to Shelter the Indigent, Oppressed and Needy	PA-FFC
Hospitality House	Hospitality House Shelter
Lake City Partners Ending Homelessness	Aurora Oaks
Low Income Housing Institute	Camp Second Chance at Myers Way
Low Income Housing Institute	Friendship Heights Village
Low Income Housing Institute	Georgetown Village
Low Income Housing Institute	Henderson Village
Low Income Housing Institute	Interbay Village
Low Income Housing Institute	Lakefront Community House Lake Union Village
Low Income Housing Institute	Maple Leaf Village
Low Income Housing Institute	Miracle Village
Low Income Housing Institute	Progressive Skyway Village
Low Income Housing Institute	Riverton Park Village
Low Income Housing Institute	Salmon Bay Village
Low Income Housing Institute	Spirit Village at Cherry Hill
Low Income Housing Institute	True Hope Tiny House Village
Low Income Housing Institute	Whittier Heights Village
Multi-Service Center	MSC Family Shelter
New Horizons	Cedar Street Shelter
New Horizons	Nest Shelter
Porchlight	Eastside Men's Shelter
Reclaim	SVSS Congregate Shelter
Seattle Indian Center	Queen Anne Shelter
Seattle Indian Center	Seattle Indian Center Shelter Program
SHARE/WHEEL	WHEEL First Presbyterian
SHARE/WHEEL	WHEEL Women's Shelter at Trinity



Solid Ground	Broadview Emergency Shelter
Solid Ground	Solid Ground Family Shelter
The Salvation Army	Harborview Hall Shelter
The Salvation Army	Lighthouse at SoDo
The Salvation Army	Pike Street Shelter
The Salvation Army	William Booth Center
The Sophia Way	Helen's Place
The Sophia Way	Sophia's Place
Urban League of Metropolitan Seattle	ULMS Young Adult Shelter
YMCA	YMCA New Arcadia Shelter
YWCA	Angelines Enhanced Night Shelter
YWCA	SIS Late Night Shelter
YWCA	Willow Street Enhanced Emergency

KCRHA expects to award up to \$1,500,000 through this Letter of Intent (LOI) with \$500,000 provided February 1, 2024-June 30, 2024 and \$1,000,000 provided July 1, 2024 to June 30, 2025. This funding source and associated services will end on June 30, 2025 unless alternative funding options are identified by the contractor to continue enhanced shelter services after June 30, 2025. KCRHA anticipates awarding multiple organizations and at minimum one (1) organization.

The intent of the 2024 ROW Shelter Enhancement LOI is to enhance the services and supports offered at an existing shelter location that serves single adults to ensure that the shelter program could provide low-barrier shelter services, regardless of the acuity of a client's needs. This new investment will enhance shelter services by adding supports and services enhancements to an estimated forty (40) total beds (which could be at a single agency or distributed over multiple agencies or projects and may vary in total number based on the cost of submitted proposals) at existing shelter programs for individuals who otherwise would not move out of encampments targeted for resolution or who require care and supports that typically preclude their enrollment at a shelter.

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:

- Add service enhancements, staffing, and other supports for beds in current shelter programs to provide high-acuity shelter services to high-needs single adults and ensure there would not be denials due to an individual's need exceeding program capacity (including for severe substance use, severe mental illness that may impact activities of daily living, medication management, prior criminal legal system involvement, etc.),
- Provide shelter services to individuals referred by KCRHA through the State Right of Way Initiative,
- Ensure services are rooted in a harm-reduction and person-centered philosophy,



- Demonstrate 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, individuals who identify as LGBTQIA2S+, and individuals with disabilities, and
- Meet data and reporting requirements within the Homeless Management Information System (HMIS).

II. Timeline

Action	Date
LOI Released	December 18, 2023
Information Session Webinar <i>Participation is highly suggested but not required</i>	December 22, 2023 at 12:00 PM PST Join ZoomGov Meeting Meeting ID: 161 146 2896 Passcode: 497271
Last Day to Submit Questions to RFP@kcrha.org	December 29, 2023 at 5:00 PM PST <i>Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu</i>
LOI Deadline <i>Submit in Fluxx</i>	January 8, 2024 at 11:59 PM PST <i>Login to Fluxx to start application process***</i>
Virtual Tour/Interview	January 18, 2024 and January 19, 2024
Award/Denial Notification	January 24, 2024
Appeals Due	January 31, 2024
Estimated Contract Start Date	February 1, 2024

- * 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 January 8, 2024, 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 December 29, 2023, at 5:00PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

III. Funding Source

KCRHA will use State of Washington General Funds (as appropriated in Engrossed Senate Substitute Bill 5187, Section 129(36)) to support the projects awarded through this RFP.

Fund Source(s)	February 1 – June 30, 2024	July 1, 2024 – June 30, 2025
Commerce ROW SFY 2024	\$500,000	\$0
Commerce ROW SFY 2025	\$0	\$1,000,000
Total	\$500,000	\$1,000,000

IV. Program Requirements

Applicants must adhere to the program requirements to be eligible to apply for funding through the 2024 ROW Shelter Enhancement LOI.

1. Minimum Eligibility Requirements
 - Agencies are required to meet the requirements found on [KCRHA's website](#).
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.
5. Provide shelter services to individuals referred by KCRHA through the State Right of Way Initiative that have not been dedicated for use by other programs (e.g., Seattle's Unified Care



Team) Referrals into the beds proposed by the applicant will only be made by KCRHA as part of the Right of Way initiative.

V. Program Scope

Successful proposals will demonstrate the capability of delivering integrated services effectively and efficiently. The program aims to fund enhanced services for an estimated forty (40) total beds. KCRHA will consider applications for smaller unit allocations (e.g. five to twenty beds) from multiple different agencies, as well as applications for the total number of beds that can be supported by a single agency. The total number of funded beds could vary based on the cost of submitted proposals. These beds and attached services are for high needs individuals who would otherwise not leave an encampment targeted for resolution. KCRHA aims to invest in strategies that are rooted in person centered, harm reduction, and trauma-informed practices.

Successful applicants will be responsible for implementing and managing the program requirements below.

The sections below summarize the program and associated requirements contained in this LOI. Expanded program details can be found in each program area below. KCRHA is open to applications where eligible agencies (for profit or faith-based organization) partner to provide the required scope of activities.

1. Summary of Program Requirements

- Adding enhancements for an estimated total of 40 beds across one or more providers in the King County shelter system (e.g., multiple agencies with a smaller number of units or a single agency with 40 or more units. Total number of units supported will depend on the costs proposed by applicants).
- Shelter units are not currently set aside for use by another program (e.g., Seattle's Unified Care Team) and are currently vacant or can be expected to become vacant early in the award period for placements from the State Right of Way initiative (also referred to as the Encampment Response Program).
- Provide shelter services to individuals referred by KCRHA through the State Right of Way Initiative and ensure there would not be denials or turn aways due to an individual's need exceeding program capacity, including offering the following services and supports (either currently or once funding for service enhancements is provided):
 - Dedicated clinical behavioral health specialist on site;
 - Residents have direct access to mental health resources (either through onsite staff or designated connections at an associated provider);



- Staff are trained and well versed in conflict resolution and de-escalation techniques with a working knowledge of mental health disorders and associated signs and symptoms.
 - Access to medication assisted treatments (either directly or through service connection), including methadone, buprenorphine, and naloxone;
 - Overdose prevention, safe injection, and harm reduction supplies on site, including Narcan and fentanyl test strips;
 - Connections to healthcare providers to support physical healthcare needs, such as wound care and medication management;
 - Pet-friendly units, accommodating support and companion animals;
 - On-site property storage with secure and controlled access;
 - Access to shelter 24-hours a day seven days a week;
 - Community room on-site for clients to access 24 hours a day, seven days a week (this area can also serve as the location where food or meals are offered);
 - On-site designated space for case managers and other service providers to meet confidentiality with clients;
 - Site security that includes review of the areas and sidewalks around the program site and related Good Neighbor Practices;
 - Case management staff to support housing navigation and planning.
2. Provider Profile and Requirements
- For-profit entity, non-profit organization, government agency, public housing agencies, or a faith-based organization;
 - 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, harm reduction, and wellbeing and person-centered care.
3. Eligible Costs
- Comprehensive program operations including but not limited to providing the services described, intake and de-escalation and maintaining the safety and security of residents and their belongings, maintenance of hygiene and maintenance, etc.
4. Ineligible Costs
- Acquisition
 - Rehabilitation
 - New construction



VI. 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.

VII. Performance Commitments

Agencies will report on program outcomes through the timely entry of client, enrollment, and program information into HMIS. Specific performance commitments will be determined during contract negotiation and entered into the contract. Examples of outcomes that may be included as performance commitments include:

1. Number of individuals enrolled in ROW-specific shelter beds/units.
2. Number and percent of client enrollments in ROW-specific shelter beds/units that end in an exit to permanent housing.
3. Length of stay of clients in ROW resolution-specific shelter beds/units.

VIII. Selection Process

Agencies must demonstrate the capacity to meet all the program requirements and program scope discussed above. 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.

IX. Submission Instructions

i. Application Submittal

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

Completed LOIs are due by January 8, 2024, 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.

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](#)).



iii. Proposal Narrative

A. AGENCY EXPERIENCE (20 points)

1. What is unique about your organization that should be considered when looking across similar applicants? How is your organization uniquely positioned to carry out this project?
2. Discuss what experience your organization, and/or the specific shelter location that would see the service enhancements, has in serving a population with severe substance use disorder, serious mental illness, and physical disabilities. How will your current/proposed service model build upon that experience or complement and expand current approaches to services?
3. Describe how your agency currently ensures that services are rooted in a customer-centered and harm reduction approach that would be applied to individuals who otherwise would not move out of encampments targeted for resolution?

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

- Applicant demonstrates experience and understanding of the core components of providing shelter and services to a high-need population, including experience providing the services and supports described in the Program Scope above.
- Applicant has a logical, thorough plan for how these enhancements complement their current shelter program.
- Applicant is explicit on actions they take to ensure a customer-centered, trauma informed, and harm-reduction approach to the program proposed.

B. STAFFING & SERVICE PROPOSAL (40 points)

1. Describe the services and supports that your organization would offer or add if funding is provided, including addressing the components listed under the Program Scope.
2. Describe the staff who will have a significant role in designing, delivering, and evaluating services. What will they be responsible for doing? Describe how your staffing model provides accessible and culturally relevant services for its residents.
3. How will your agency ensure there would be no denials to shelter/service due to an individual's need exceeding program capacity and will provide shelter services to individuals referred by KCRHA through the State Right of Way Initiative?

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

- Applicant describes in detail the services and supports that would be available to clients, including all of the components described in the Program Scope and number of beds that would be available.



- Staff positions and qualifications are designed to meet the needs of the program categories of interest.
- Applicant has a clear plan for enhancing services to ensure services can fully support clients with severe substance use disorder, serious mental illness, and physical disability.
- Applicant is explicit in how the program will be able to accept every referral from KCRHA through the State Right of Way Initiative. Additional points could be awarded if the proposal will also be able to serve registered sex offenders.

C. RACIAL EQUITY & 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.
3. How will you build the leadership capacity of BIPOC and or other historically marginalized individuals (LGBTQ, people living with disabilities, women, etc.) within your organization?
4. How does your agency ensure equal access to program services and facilities in accordance with a person's self-identified gender?
5. What role will residents play in planning and evaluating your proposed project?

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.
- Applicant demonstrates a commitment to advancing equity for marginalized communities in the region.
- Applicant has a plan to build leadership capacity of their BIPOC and or other historically marginalized staff.
- Applicant identifies how they assess and monitor resident satisfaction and explains their commitment to make changes over time to ensure residents are satisfied with their services.



F. DATA AND FISCAL MANAGEMENT (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.

- Staff 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.

E. BUDGET (15 points)

Complete the 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 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.



F. TOUR/INTERVIEW (may supplement lost points in one or more of the categories above, but not rated as a standalone category)

1. List your availability for a possible 45-minute virtual site visit and interview with your key staff between January 18-19, 2023. The KCRHA Procurement Coordinator will follow-up to arrange and confirm your appointment.

iv. 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 (Fluxx)
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.

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 character limit for the proposal narrative section. All applications are due to the King County Regional Homeless Authority **January 8, 2024, at 11:59 PM PST**. See Section IX 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 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-character 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:
 - A. Agency Experience (20 points)
 - B. Staffing & Service Proposal (40 points)
 - C. Racial Equity & Social Justice (20 points)
 - D. Data and Fiscal Management (5 points)
 - E. Budget (15 points)
 - F. 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. Letter of Intent Proposal Cover Sheet

1. Application Program	ROW Shelter Enhancement LOI
2. Households Served	<input type="checkbox"/> Single Adults
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:

