



2023 Continuum of Care Domestic Violence Rapid Rehousing RFP Letter of Intent

12/28/23

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I. Introduction

The Continuum of Care (CoC) Domestic Violence (DV) Rapid Rehousing Letter of Intent (LOI) is seeking applications from qualified agencies interested in providing rapid rehousing services for a total of 30 households seeking refuge from domestic violence situations. Currently, there are 7 households out of the total 30 households who are housed and receiving rapid rehousing services.

This funding opportunity is open to proposals from non-profit and faith-based organizations throughout King County. **KCRHA expects to award two agencies that would take over the current caseload at Solid Ground, who is sunsetting their CoC DV RRH RFP on 12/31/23.**

The intent of the CoC DV RRH LOI is to provide rapid rehousing to households experiencing domestic violence.

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 best serve this vulnerable demographic.

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 Category 4](#) at time of intake. This is defined as:

"Any individual or family who:

1. Is fleeing, or is attempting to flee, domestic violence;
2. Has no other residence; and
3. Lacks the resources or support networks to obtain other permanent housing



Note: For the purposes of this binder, “Domestic Violence” includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in, or him or her afraid to return to, their primary nighttime residence (including human trafficking).”

Households may also meet Category 1, defined as “literally homeless”. At a minimum, all households served must meet Category 4.

- 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.

This is a unique funding opportunity. Because providers are already subrecipients for the program, there will be no rating panel. These providers have already participated in the procurement process when they originally applied for CoC funds to run this program.

II. Background

The King County Consolidated Rapid Rehousing program is an ongoing CoC RRH program that provides Rapid Rehousing and support services to individuals and families fleeing or attempting to flee domestic violence. This project will receive ongoing funding contingent on HUD’s decision to award funds. 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 individuals and families experiencing homelessness and domestic violence. Rapid Rehousing services including housing identification, rent and move-in assistance, and rapid rehousing 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.

In order to best serve those experiencing domestic violence, this RFP seeks to focus on housing those experiencing domestic violence. Families and individuals are able to obtain housing through this program if they fleeing or attempting to flee domestic violence, have no other place



of residence and lacks the resources or support networks to secure alternative permanent housing. Domestic violence includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in or makes the individual(s) afraid to return to, their primary nighttime residence (including human trafficking).

This definition of homelessness by fleeing/attempting to flee domestic violence is defined by the [US Housing and Urban Development program](#).

III. Timeline

Action	Date
LOI Released	12/28/23
Information Session Webinar <i>Participation is highly suggested but not required</i>	1/3/23 at 12:00 PST [Meeting info & link]
Last Day to Submit Questions to RFP@kcrha.org	1/3/24 5:00 PM PST <i>Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu</i>
LOI Deadline	1/10/24 at 11:59 PM PST
Virtual Tour/Interview	Week of 1/15
Award/Denial Notification	Week of 1/15
Appeals Due	Week of 1/15
Estimated Contract Start Date	1/15/24

- * 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 **1/10/24** 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 1/324, at 5:00PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

IV. Funding Source

Fund Source(s)	FY2022 Amount	Period of Performance
CoC	\$942,309.00	1/01/24-12/31/24
Total	\$942,309.00	

V. Program Requirements

Applicants must adhere to the program requirements to be eligible to apply for funding through the **CoC DV RRH RFP** 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.

VI. Program Scope



Successful proposals will demonstrate the capability of delivering integrated services effectively and efficiently. The program aims to provide housing stability for those experiencing domestic violence.

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

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. KCRHA is open to applications where agencies (for profit or faith-based organization) partner to provide the required scope of activities.

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 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.
7. Contractors will be required to participate in local HUD Coc Notice of Funding Processes.

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 households served will successfully exit to permanent housing.
3. 5% or fewer households served will return to homelessness within 6 months from exiting program.



IX. Selection Process

The selection process for these funds is limited to the two existing subrecipients for this CoC grant. The justification for this selection process is that both agencies have already participated in a competitive procurement process through the annual FY2022 CoC Notice of Funding Opportunity.

X. 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. – E. (Sections F and G 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 1/10/24 at 11:59 PM PST. 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

iii. Proposal Narrative

A. AGENCY EXPERIENCE AND PROPOSED APPROACH (X points)

1. What is your program's current or proposed service model? What changes have or would you make to develop and/or operate this program?
2. How does your current/proposed service model lead to exits to permanent housing or overcome barriers to service engagement?
3. What is the anticipated number of people who will be served in your proposed model? How many individuals? How many couples? 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 anticipated number of people housed and anticipates serving an underserved population.

B. STAFFING (X 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 (X 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. 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.
- 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.



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.

D. DATA

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.

E. BUDGET (X points)

4. Complete and upload the proposed Program and Personnel Budget (Attachments 2, tabs 1 & 2) for your program's proposed budget in [year].
5. [if prorated] Provide a [year] budget reflecting the prorated amount for services rendered [year; ex: November 1, 2023 - December 31, 2023] (denoting when costs are one-time rather than ongoing in your budget narrative), and a [year] annualized budget reflecting the amount needed for ongoing services [year; ex: January 1, 2024 - December 31, 2024], based on funds available through this LOI.
6. 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 organization's



total 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.

iv. Proposal Checklist

A complete proposal packet must include all the following items:

1. A completed LOI Proposal Cover Sheet (Attachment 1).

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 **1/10/24 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 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.
 - A completed narrative response addresses the following:
 - Agency Experience and Proposed Approach (X points)
 - Staffing (X points)
 - Racial Equity (X points)
 - Partnerships (X points)
 - Budget & Budget Narrative (X points)
 - Virtual Site Visit Availability

v. [Title] Letter of Intent Proposal Cover Sheet

1. Application Program Categories <i>Check all that apply</i>	<input type="checkbox"/> [Program Category] <input type="checkbox"/> [Program Category]
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 for Each Program Category <i>Enter all that apply</i>	
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:	
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	
<i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i>	
Name and Title of Authorized Representative:	
Signature of Authorize Representative:	Date:

