2024 Severe Weather Response Request for Qualifications

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I.   Introduction

The Severe Weather Response Request for Qualifications (RFQ) is seeking applications from qualified agencies interested in providing Severe Weather Response services for single adults and/or families currently experiencing homelessness.

This funding opportunity is open to proposals from non-profit organizations serving residents of the City of Seattle. **KCRHA expects to award up to two (2) agencies that will provide support staffing for two severe weather shelter sites with a maximum capacity of up to 72 individuals per night.**

The intent of the Severe Weather Response RFQ is to provide the region's emergency response to severe weather conditions and individuals experiencing unsheltered homelessness. This includes extreme cold weather, excessive heat, and poor air quality. The awarded agencies will be expected to activate within 24-72 hours' notice and at the direction of the KCRHA. Additionally, agencies are expected to provide immediate activation of 12-hr severe weather shelter and operate between 7:00PM to 7:00AM. Services must be ready for activation by June 1, 2024.

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 population.

The rating team will recommend proposals to be funded, giving preference to proposals that:

- Demonstrate a comprehensive understanding of Severe Weather Response needs;
- Ability to operate emergency shelter for unhoused adults;
- Provide a secure, dignified temporary emergency shelter for unhoused adults seeking respite from harsh weather conditions, such as snow, smoke, extreme heat, and other severe weather events;
- Provide adequate staffing, supplies, immediate response to emergency conditions, and a dignified environment which fosters health and safety during critical weather incidents;
- Offer services grounded in a Housing First, Trauma-Informed, holistic support;
- Provide a severe weather response that will serve single adults and couples of all genders who are over the age of 18; and
- Advance equity for Black, Indigenous, and other people of color as well as individuals who identify as LGBTQ+ and individuals with disabilities.

II.   Background

King County frequently encounters extended periods of cold and wet weather throughout the winter, typically spanning from November to March. Moreover, the region has witnessed a surge in extreme heatwaves and diminished air quality due to wildfire smoke during the summer months. These severe weather occurrences pose significant hazards for individuals experiencing homelessness, who often endure prolonged exposure to the elements without adequate shelter. Exposure to such weather conditions, coupled with insufficient clothing and provisions, heightens the risks of severe weather-related health issues and fatalities. Furthermore, these risks are compounded by a disproportionate prevalence of underlying medical and mental health conditions among this population, exacerbating their vulnerability to the hazards of cold, wet, excessively hot, or poor air quality environments.

III.   Timeline

Action	Date
RFQ Released	Monday, March 12, 2024
Information Session Webinar *Participation is suggested but not required*	March 18, 2024 at 12:00pm Info Session Link: https://kcrha.zoomgov.com/meeting/register/vJItduGoqzIjHjwT-Jvq3WmIvfysvgp3oEE
Last Day to Submit Questions to RFP@kcrha.org	Wednesday, March 20, 2024, 5:00 PM PST *Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu*
RFQ submission Deadline	March 25, 2024, at 11:59 PM PST
Award/Denial Notification	Week of April 24, 2024
Estimated Contract Start Date	May 1, 2024

*   KCRHA reserves the right to change any dates in the RFQ 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 RFQ is **March 25, 2024,** at 11:59 PM PST. An Information Session will be held to review the RFQ 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 March 20, 2024, 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)	FY2024 Amount	Period of Performance
City of Seattle General Fund	$140,000.00	May 1, 2024 – December 31, 2024

V.   Program Requirements

1. Applicants must adhere to the program requirements to be eligible to apply for funding through the **Severe Weather Response RFQ**.
2. Minimum Eligibility Requirements
   - Agencies are required to meet the requirements found on KCRHA's website.
3. 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 incorporated into each Service Contract.
4. 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.
5. Unique Entity ID (UEI) number and Federal System for Award Management (SAM) registration in good standing.

VI.   Program Scope

The goal of this funding opportunity is to establish secure and dignified temporary emergency shelters, providing essential supplies to unhoused adults seeking refuge from adverse weather conditions, including snow, smoke, extreme heat, and other severe weather events. Additionally, the program aims to support staffing and related operating costs.

Successful proposals will demonstrate the capacity to deliver an emergency severe weather shelter program, offering immediate refuge and support to vulnerable individuals during extreme weather conditions. This entails ensuring their safety and well-being by providing immediate shelter, essential supplies, and supportive services. By addressing the needs of individuals experiencing homelessness during severe weather events, the program seeks to mitigate the risk of harm and enhance their well-being in our community. Overnight shelter will be available every day, including holidays, when severe weather activation is required. Successful proposals will demonstrate the ability to activate their severe weather response within 24-72 hours of notification.

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 RFQ. 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 is inviting proposals that highlight robust partnerships and effective collaboration with a network of diverse partnerships that ensures their program can address the various needs of individuals experiencing homelessness and provide holistic support to help them during severe weather events. Successful proposals will have a focus on enhancing well-being and strengthening service connections for the individuals they serve. Applicants who also demonstrate the ability to effectively serve the needs of LGBTQIA2S+ individuals and/or Black, Indigenous, and People of Color are highly desired.

1. Successful applicants will propose projects using a housing first, trauma informed, person-centered, and strengths-based approach which prioritizes the household's wellbeing, anywhere in Seattle. Below are the summarized the program areas.
2. Program Scope
    a. Emergency Shelter Operation:

  i. Capability to activate a 12-hour shelter within 24-72 hours of notification from RHA during severe weather events, including extreme cold, excessive heat, heavy snowfall, or poor air quality due to wildfire smoke.

  ii. Provision of overnight accommodation in a safe and secure environment.

  iii. Provision of daytime pop-up cooling & hydration stations close to identified areas frequented by individuals experiencing homelessness in the summertime.

  iv. Ensuring shelters are accessible to individuals experiencing homelessness, including those with disabilities.

  v. Implementing health and safety protocols to mitigate risks associated with COVID-19 or other communicable diseases.

 b. Basic Needs Provision:

  i. Distribution of essential supplies, such as blankets, sleeping bags, warm clothing, and personal hygiene items.

  ii. Provision of hot meals, snacks, and beverages to address immediate nutritional needs.

  iii. Access to restroom facilities, showers, and basic hygiene amenities.

 c. Referral and Support Services:

  i. Coordination with local service providers to offer referrals for additional support services, including housing assistance, healthcare, mental health counseling, and substance abuse treatment.

  ii. On-site assistance from trained staff or volunteers to provide information, assistance, and emotional support to shelter guests.

  iii. Collaboration with community organizations and agencies to address the diverse needs of shelter guests.

  iv. Enter and maintain accurate and up-to-date client records in HMIS.

 d. Operational Management:

  i. Establishment of clear activation criteria and protocols for opening and closing shelters.

  ii. Coordination with local government agencies, emergency management authorities, and community partners to ensure effective response and resource allocation.

  iii. Regular evaluation and improvement of shelter operations based on feedback, lessons learned, and changing community needs.

3. Provider Profile & Eligibility

 a. Agencies are required to meet the requirements found on KCRHA's website

4. Eligible costs

 a. Staffing costs for shelter operations

  i. Administrative costs associated with program management.

  ii. Frontline personnel responsible for providing direct assistance and support to shelter guests.

  iii. Support Staff: Additional personnel to assist with various tasks such as meal preparation, distribution of supplies, cleaning and maintenance of shelter facilities.

  iv. Supplies

 b. Supportive Services associated with the severe weather event include:

  i. Food

  ii. Case management

  iii. Employment assistance

  iv. Housing search and counseling services

  v. Outpatient health services (mobile medical)

  vi. Outreach services

  vii. Transportation

5. Ineligible Costs

 a. Any expenses that are not directly related to the provision of shelter services during extreme weather events or that do not align with the funding guidelines and objectives.

VII. Contracting Requirements

1. Any contract resulting from this RFQ 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 must 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 RFQ and are not negotiable.
4. Contractors must maintain books, records, documents, and other evidence directly related to the work's performance 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 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 be able to protect and maintain all confidential information gained from this contract against unauthorized use, access, disclosure, modification, or loss.
7. Contractors must participate in the 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.

i.   Selection Process

1. The selection process for these funds is limited to existing service providers.
2. The rationale behind this selection process is that the agencies currently hold contracts with RHA and are actively engaged in the activities outlined in the application.

ii.   Application Submittal

1. Upload a completed and signed RFQ 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 RFQs are due by March 25, 2024 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.

iii.   Determination of a Completed Application

All applications must be completed through RHA's grant management system, FLUXX. Please notify the Procurement Coordinator if you require accommodation.

iv.   Proposal Narrative

A. AGENCY EXPERIENCE AND PROPOSED APPROACH (30 points)

1. Explain how your program model incorporates trauma-informed care within a Housing First framework. What severe weather events will you provide services for? What changes have or would you make to develop and/or operate this program?
2. What is your organization's previous experience in operating emergency shelters during severe weather events? Provide a detailed description.

3. What measures does your organization have in place to ensure timely activation of shelters when severe weather events occur?
4. What is the anticipated number of people who will be served in your proposed model? How many individuals and couples? Do you anticipate serving an underserved or specific subpopulation? 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, Housing First and Trauma Informed Care.
- Applicant identifies what severe weather events they will provide emergency shelter for with prioritization given to applicants that will provide emergency shelter for severe weather events including heat, cold, rain, snow, poor air quality, etc.
- Applicant describes how they will ensure a timely activation of shelters during severe weather events and the ability to deactivate quickly.
- Applicant provides detail about the anticipated number of people shelter services will be provided for and anticipates serving an underserved population.

B. STAFFING (10 points)

1. Explain your organization's staffing plan for operating a severe weather shelter, including titles, position qualifications, and roles and responsibilities of staff members and proposed client to staff ratio?
2. What protocols does your organization have in place for managing capacity and accommodating individuals seeking shelter during severe weather events?

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

- Staff positions and qualifications are designed to meet the needs of people receiving services, and positions are designed to be flexible for timely activation and deactivation
- Staff are trained in best practices related to severe weather including first-aid, de-escalation harm-reduction techniques, and the ability to identify signs of heat stroke, hyperthermia and difficulty breathing due to poor air quality.
- Agency has a detailed plan for managing capacity and ability to provide referrals when capacity is met.

C. RACIAL EQUITY & SOCIAL JUSTICE (25 points)

1. Describe how your agency uses strength-based approaches to empower Black, Indigenous, People of Color (BIPOC) communities and survivors of domestic violence 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?

3. Provide examples of how your organization addresses the unique needs of diverse populations, including individuals with disabilities, seniors, and non-English speakers, during severe weather events.

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.
- Applicants clearly explains their plan to create access to their emergency shelter for all guests, including Black, Indigenous and Transgender individuals.
- Applicant identifies how they will address the unique needs of diverse populations, including individuals with disabilities, seniors, and non-English speakers.

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

D. PARTNERSHIPS (15 points)

1. How does your organization coordinate with local government agencies, emergency management authorities, and community organizations to ensure a comprehensive response to severe weather events?

2. What strategies does your organization employ to communicate with individuals experiencing homelessness about the availability of shelter services during severe weather events?

3. How does your organization evaluate the effectiveness of its severe weather shelter operations and incorporate feedback from shelter guests, staff, and stakeholders to inform continuous improvement efforts?

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.
- The applicant explains their commitment to make changes over time to ensure participants are satisfied with their services.
- Applicant identified how they assess and monitor resident satisfaction with severe weather services.

E. DATA (10 points)

1. Describe your agency's experience or ability to collect and manage Homeless Management Information System (HMIS) data.
2. How does your organization collect and maintain data on shelter occupancy, demographics of shelter guests, and other relevant metrics during severe weather events?
3. 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.
4. 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 (10 points)

5. Complete and upload the proposed Program and Personnel Budget (Attachments 2, tabs 1 & 2) for your program's proposed budget.
6. If prorated, provide a 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 an annualized budget reflecting the amount needed for ongoing services [year; ex: January 1, 2024 - December 31, 2024], based on funds available through this RFQ.
7. 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 clients.
- 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.

v.   Proposal Checklist

A complete proposal packet must include all the following items:

1. A completed RFQ 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 word limit for the proposal narrative section. All applications are due to the King County Regional Homeless Authority on **March 25, 2024 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 RFQ 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?**

- o Must not exceed 1,700-word limit per field, single spaced.
- o A completed narrative response addresses the following:
    - o Agency Experience and Proposed Approach (30)
    - o Staffing (10 points)
    - o Racial Equity (25 points)
    - o Partnerships (15 points)
    - o Budget & Budget Narrative (10 points)
    - o Data (10 points)

vi. 2024 Severe Weather Response Proposal Cover Sheet

1. Application Program Categories *Check all that apply*	☐ Severe Weather Response
2. Households Served *Check all that apply*	☐ Single Adults ☐ Couples ☐ Both
3. Populations Served *Check all that apply*	☐ BIPOC ☐ LGBTQ ☐ DV survivors ☐ People living w/disabilities ☐ Immigrants/refugees ☐ People living with substance use disorder ☐ People living w/co-occurring disorders ☐ People w/a criminal record ☐ 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*	
8. Agency Primary Contact Name: Title: Address: Email: Phone:	
9. Organization Type ☐ Non-Profit ☐ For Profit ☐ Public Agency ☐ 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:	
Form continues second page.	

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: