2024 Seattle-King County Continuum of Care (CoC) Bonus Funding – Bonus RFP

August 12, 2024

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Continuum of Care (CoC) Permanent Supportive Housing
Bonus Funding Request for Proposal (RFP)

I. Introduction

The King County Regional Homelessness Authority (KCRHA) is seeking proposals to include in its countywide consolidated application for *new and replacement* federal grant funding under the [Department of Housing and Urban Development (HUD) 2024 Continuum of Care Competition (CoC) and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants](). This funding opportunity is looking for applications from agencies proposing programs targeted to further HUD's strategic goals to expand access and housing projects for youth and young adults, single adults, and/or families who meet definition of homelessness. King County Regional Homelessness Authority (KCRHA) may offer [1]CoC⬛.

This RFP is intended to enhance the continuum of comprehensive, person-centered housing solutions within King County. The KCRHA expects to award funds for organizations that will:

- 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 individuals, youth and young adults, and/or families [meet HUD's definition of 'homeless']();
- For Permanent Support Housing (PSH): Ensure all households meet [HUD's definition of 'chronic homelessness']() or for projects seeking funding under the [HUD's DedicatedPLUS PSH]() option at time of intake;
- Eligible program types include permanent supportive housing, permanent housing, rapid rehousing, permanent housing through new or expanding rapid re-housing, or joint transitional/rapid re-housing component;
- Provide services grounded in a 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 LGBTQIA2S+, refugees, and individuals with disabilities. Programs serving these populations will be given priority in the rating system.

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[1] WA-500 - Seattle/King County CoC

The applicant pool will be reviewed by a rating team of community members and subject matter experts (SMEs). The rating team will recommend applications to be funded and contracting is anticipated to start beginning Summer 2025[2] at the earliest. Ongoing funding is based on budget availability and customer satisfaction with service provider/program performance. Application categories include new and/or expansion of:

- Permanent Supportive Housing (PSH); including DedicatedPLUS PSH projects.
- Rapid Rehousing (RRH)
- Joint Component Transitional Housing-Rapid Rehousing (Joint TH-RRH)
- HMIS Expansion
- Supportive Services Only – Coordinated Entry Expansion

Applications: The deadline for submitting completed proposals is Friday, **August 30, 2024, by 11:59PM 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 Section III.

*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, 'Funding Opportunities'.
**Please contact the Procurement Coordinator for accommodation requests at RFP@kcrha.org

II. Background

Up to **$3,963,967*** in new and reallocated HUD Continuum of Care (CoC) PSH Bonus funds will be contracted through this Request for Proposals (RFP). The amount available for this RFP will be determined by HUD's final award amount to the Seattle-King County CoC and awards are subject to change based on HUD's final funding decisions. The KCRHA expects multiple local contract awards. If you have questions, please email coc.questions@kcrha.org.

An applicant may also apply to expand an existing renewal project, including one that was previously awarded with CoC funds, in accordance with section I.B.2.b.(10) of the FY2024 NOFO, however, only the new project application for the expansion will be considered for PSH Bonus funds through this process. Expansion projects are limited to one-year funding requests, and YHDP (Youth Homelessness Demonstration Program) projects and capital expenses are not eligible. Additionally, to be eligible to receive a PSH Bonus project, successful proposals must adopt a housing first approach. Other rating criteria are also listed in the "I. Application" section of this RFP. Renewal projects originally awarded under a previous year's NOFO process must demonstrate how the expansion will increase the number of units, persons served, or services provided to existing program participants.

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[2] Final award and contract with KCRHA are contingent upon the results of the national FY2024 CoC Program Competition and are subject to HUD's grant agreement issuance timeline.

III. Timeline

Applications: The deadline for submitting completed proposals is **August 30, 2024, by 11:59PM 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 Section V.

Timeline*	
Funding Opportunity Released	Monday, August 12, 2024
**NOFO Workshop Sessions *(Note: These workshops are for NEW applications. Participation is highly recommended, but not required to apply. The recorded session will be archived on the kcrha.org website)*	NOFO Workshop Session 1: Thursday, August 15, 2024, 11:00pm-12:00pm PST

NOFO Workshop Session 2: Tuesday, August 27, 2024, 11:00pm-12:00pm PST |
Last Day to Submit Questions to coc.questions@kcrha.org	Monday, August 19, 2024 @ 5:00PM PST
Application Deadline	Friday, August 30, 2024 @ 11:59PM PST
Virtual Tour/Interview	TBD
Denial Notification (anticipated)	Week of October 7. 2024
Award Notification (anticipated)	Week of October 14, 2024
Estimated Contract Start Date	Q3 2025 Pending HUD Awards

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, 'Funding Opportunities'.
***Please contact the Procurement Coordinator for accommodation requests at RFP@kcrha.org*

IV. Funding Source

Funding : The total amount of funds available for the Fiscal Year (FY) 2024 CoC PSH Bonus RFP is up to **$3,963,967*** annually. **The final amount available for this RFP will be determined by HUD's final award amount to the Seattle-King County CoC in 2024.** These funds are only available to organizations whose budgets demonstrate the ability to provide a 25% match. Matching funds cannot be CoC funds from previous years.

Fund Source(s)	Amount
FY24 HUD CoC General Bonus	$3,963,967*

*Amount is subject to change pending finalization from HUD.

V. Applicant Requirements

Applicants must meet the following:

1. **Minimum Eligibility Requirements**
   Agencies are required to meet the minimum eligibility requirements found on
   [KCRHA's website](#).

2. **Data Collection, Evaluation and Performance Measures**
   a. 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.
   b. KCRHA will collaboratively establish and evaluate performance metrics with each awardee which will be included in each Project Service Agreement (PSA).

3. **COVID-19 Safety Guidelines**
   a. Agencies are expected to follow 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. **(For non-profit applicants only) Unique Entity ID and Federal** [System for Award](#) [Management](#) (SAM) registration in good standing.

5. **Letter(s) of Commitment or Other Documentation of 25% Matching Funds**
   a. Match funds must be either in-kind or non CoC grant funds from previous NOFO cycles.

VI. Program Scope

Additionally, KCRHA seeks to fund proposals who demonstrate strong partnerships and coordination with healthcare organizations to increase wellbeing and service connection individuals and families experiencing homelessness. Applicants who also demonstrate the ability to effectively serve the needs of LGBTQ+ individuals, refugee and asylum seekers, 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. The table below summarizes the program areas in this funding process.

Program Area(s)	Program Scope	Provider Profile & Eligibility	Eligible Costs	Ineligible Costs
Permanent Supportive Housing (PH-PSH)	Long-term leasing or rental assistance for tenant-based or scattered site projects; Trauma-informed, person-centered case management and other eligible supportive services; Housing First approach;	Experienced PSH operator within King County;	Personnel and Fringe Benefits; Long term master leasing; Long-term rental assistance; Move-In Costs; Operating Costs	Acquisition; Rehabilitation; New construction;
Rapid Rehousing (RRH)	Short to medium-term tenant-based rental assistance. Trauma-informed, person-centered case management and other eligible supportive services; Housing First approach;	Experienced RRH provider within King County.	Personnel and Fringe Benefits; Short to medium-term rental assistance; Move-In Costs; Supportive Services.	Acquisition; Rehabilitation; New construction; Operating Costs
Joint Component Transitional Housing-Rapid Rehousing	Short to medium-term tenant-based rental assistance. Trauma-informed, person-centered case management and other eligible supportive services; Housing First approach;	Experienced TH provider within King County.	Personnel and Fringe Benefits; Short to medium-term rental assistance; Move-In Costs; Supportive Services Operating Costs	Acquisition; Rehabilitation; New construction;
Homeless Management Information System (HMIS)	Increase the current HMIS activities within the CoC's geographic scope.	HMIS Lead Agency	Paying salaries for operating HMIS Staff training	Acquisition; Rehabilitation;

				New construction;
			Staff transportation costs to conduct intake Payment of participation fees charged by the HMIS Lead	Supportive Services; Operating; Leasing; Rental Assistance
Supportive Services Only – Coordinated Entry (SSO-CE)	Increase the persons served and services provided to existing program participants, or to add additional activities to SSO-CE projects.	CoC Lead Experienced Regional Access Point (RAP) or navigation providers in King County.	[Supportive Services](#)	Acquisition; Rehabilitation; New construction; Operating; Leasing; Rental Assistance

*Federal Indirect Approved rates apply upon KCRHA's verification of approval.

** KCRHA is committed to systems transformation. The outreach and intake processes are subject to change from the current model once KCRHA determines a more equitable process.

**KCRHA reserves the right to reopen an RFP if the number of applications is below three (3) and/or the applications rated do not meet the minimum rating threshold of 70/100.

***Please contact coc.questions@kcrha.org for accommodation requests

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 must comply with the Terms and Conditions of the KCRHA Master Service Agreement (MSA). These requirements shall be included in any contract awarded as a result of this RFP and are not negotiable.
4. Contractors must maintain financial records, program and communication records, documents, and other evidence directly related to program performance in accordance with Generally Acceptable Accounting Procedures (GAAP). KCRHA, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for up to 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 Process

VIII. Application Expectations

Applications will be rated based on the information requested in this funding process, a virtual tour/interview, a financial review, 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 <u>not</u> be reviewed nor rated. Applicants may apply for one or both program areas.

The following format and documents are required for each application submitted via [Smartsheet form](#):

- No more than 1700 words per section;
- Personnel and Program budgets (Excel), uploaded into [Smartsheets](#)
- Current fiscal year's financial statements (Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO (Chief Financial Officer), Finance Officer, or Board Treasurer)
- Most recent audit reports
- Most recent fiscal year-ending Form 990
- SAM registration
- 5013c status

Smartsheet Submission Instructions:
- The [Smartsheet](#) will open for submissions on August 12th, 2024. Once complete, you may submit your full proposal and attachments through Smartsheet.
- Upload a Budget Narrative (PDF), and both Personnel and Program budgets (PDF) before submitting to Salesforce.
- It is advised that applicants gather the required documents and begin writing their proposals on a separate document before the [Smartsheet form](#) opens. Please email us at RFP@KCRHA.org if you experience any technical difficulties with [Smartsheet](#).

ii. Proposal Narrative

A. Need for the Project/ Project Narrative (20 POINTS)

1. What is unique about your organization that should be considered when looking across similar applicants?
   a. How will you serve individuals classified by HUD as literally or chronically homelessness? (Note: Permanent Supportive Housing project must serve those who are chronically homelessness).
   b. How are you uniquely positioned to carry out this project?
2. Explain what your organization is proposing to do.
   a. Where will you carry out your proposed program(s)? (Region, city, neighborhood(s), etc.)
   b. What is the ratio of staff to participants?
   c. The target population(s) to be served; including number of survivors served annually.
   d. 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.
   e. Describe your plan for assisting program participants in obtaining benefits from mainstream health, social, and employment programs for which they are eligible. How will your proposed project ensure that each participant receives individualized support to meet their specific needs?

Rating Criteria - A strong application meets all the criteria below.
1.Need and Planning

- ***Clear need:*** *Demonstrates a clear need for the project or project expansion.*
- ***Logical Project Plan:*** *The project plan addresses the housing and supportive services needs in a clear and logical manner.*
- ***Thorough Approach****: The applicant has a logical, thorough plan to address the needs identified in this procurement process.*

2. Experience and Expertise

- ***Relevant Experience:*** *Demonstrates experience and expertise in providing proposed services.*
- *Provides adequate experience to deliver Permanent Supportive Housing (PSH) rental assistance, services, and/or operations.*
- *Provides detail about the anticipated number of people housed and anticipates serving an underserved population.*

3*. Service Approach and Methodology***

- *Demonstrates a commitment to a housing first approach, trauma-informed, person-centered approaches that maintain confidentiality and encourage wellbeing.*
- *The ratio of direct-service staff to participants supports person-centered services.*

4*. Target Population***

- *Proposes to serve households who meet HUD's definition of "homeless,"*
- ***PSH Only****: Proposes to serve individuals and families who meet HUD's definition of "chronically homeless," with at least one member in the household having a disability.*

5. Program Implementation and Fit

- *Proposes to implement services within the Seattle-King County CoC's area.*
- *The number and confirmation of units will fit the needs of the program participants.*
- *PSH and RRH: The number of proposed households served matches the proposed number of units.*

6. Unique Community Features

- *Effectively demonstrates unique features needed within the community and Continuum of Care through this funding process.*

BONUS:
- PSH and SH: Your jurisdiction needs 0-30% housing = 5pt
- RRH and TH-RRH: Your jurisdiction needs 31-50% housing = 5pt
- TH: Your jurisdiction needs emergency housing = 5pt

B. Demonstration of Experience and Proposed Services (10 POINTS)

1. Does your organization have experience operating the type of program you are proposing (PSH, RRH, Joint TH-RRH, HMIS, or SSO-CE)?
   a. If so, please share how you have demonstrated past success. How will your organization successfully retain clients in or into permanent housing?
2. Explain the range of support services you will offer.
   a. Who will carry out these tasks and what are their desired qualifications?
3. Explain how your proposal will intersect and/or collaborate with the healthcare system to support the needs of participants, including behavioral health organizations to assist survivors with enrolling in health insurance, and effective utilization of Medicaid and other benefits.
4. Explain how your proposal will coordinate with other systems and services in the community.

Rating Criteria - A strong application meets all the criteria below.
1.System Performance Effectiveness and Sustainability

- **Proven Track Record**: *Demonstrates a history of successfully operating projects similar to the one proposed, showcasing relevant experience and capabilities.*
- **Operational History**: *Has successfully operated similar program type.*
- **Successful Retention**: *Shows that supportive services will help program participants retain or obtain permanent housing, including all supportive services regardless of the funding source.*
- **Permanent Housing Retention**: *Demonstrates the ability to keep residents housed permanently or exited into permanent housing.*
- **Occupancy and Capacity**: *Clearly explains the plan to maintain occupancy and capacity of the program.*

2. Supportive Services and System Coordination

- **Comprehensive Supportive Services**: *Outlines a range of supportive services designed to help participants maintain or achieve permanent housing, with support provided regardless of the funding source.*
- **Effective Housing Retention and System Coordination**: *Demonstrates the ability to maintain permanent housing for residents and integrates with the healthcare system and other community services. Includes a staffing plan with qualifications appropriate for the program's needs.*

3. Collaboration and Partnerships

- **Collaboration with Providers**: *Shows the ability to collaborate effectively with other organizations within the Continuum of Care (CoC).*

- **Partnerships with Healthcare**: *Explains collaborations with healthcare (including behavioral health) organizations to assist survivors with enrolling in health insurance and effectively utilizing Medicaid and other benefits.*
- **Leveraging Partnerships**: *Demonstrates the ability to leverage partnerships and services to best serve participants. Additional points are awarded for having formal agreements with healthcare providers.*

4. Staffing and Expertise
- **Staff Qualifications**: *Includes a staffing plan with qualifications appropriate for the program type. Demonstrates how staff are kept systematically up to date on mainstream resources available for participants (e.g., Food Stamps, SSI, TANF, substance abuse programs).*

C. Demonstration of Commitment to Advancing Race and Social Justice (15 POINTS)

KCRHA leads with a Theory of Change that states: *If we* create a homelessness response system that centers the voices of people who have lived experience of homelessness, *then* we will be able to focus on responding to needs and eliminating inequities, *in order to* end homelessness for all.

Additionally, our core values state: We center lived experience; we call out racial, social, and structural inequities and injustices; we believe people have a right to dignity, healing, and housing; and we operate with a pragmatic, collaborative and solutions-oriented approach. Homelessness disproportionately harms Black, Indigenous, and People of Color, and the reason for that is rooted in systemic racism.

Nearly two thirds of people experiencing homelessness are people and families of color. Institutional and systemic racism contributes to the oppression of people of color, creating inequity, poverty and in some cases, homelessness. Success in reducing racial disparities and creating effective systems both for a dignified emergency response and housing, will require bold action and shared accountability.

Please respond to the questions below.
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 you do outreach and support people LGBTQIA2S+ people in this program.
3. What actions will this project take to ensure transmen and transwomen are given equal, full access and supports to the services you plan to provide?
4. Describe how your agency supports and empowers 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.
5. How will your agency serve households coming from streets and/or Emergency Shelter?
6. How will your agency affirm what gender pronouns clients use?

Rating Criteria - A strong application meets all the criteria below.
1. Commitment to Equity and Anti-Oppression
- ***Understanding and Addressing Systemic Oppression****: Demonstrates an understanding of historical and systemic forms of oppression affecting the communities served and actively works to empower participants' potential.*
- ***Support for Marginalized Communities****: Shows a strong history or commitment to working with low-income BIPOC communities, individuals impacted by institutional racism, and marginalized groups including those with disabilities, survivors of domestic violence (DV), immigrants/refugees, people living with substance use or co-occurring disorders, those with criminal records, and people with limited English proficiency.*

2. Inclusive and Specialized Support
- ***Support for Diverse Populations****: Provides targeted outreach and support to LGBTQIA+ individuals, ensuring they receive equal access to services.*
- ***Specific Actions for Equity****: Names and describes specific actions taken to advance racial equity and LGBTQIA2S+ equity within the project.*

3. Empowerment and Accessibility
- ***Empowerment of Participants****: Supports and empowers individuals from marginalized backgrounds, including those experiencing systemic oppression, ensuring they have full access to the organization's support and services.*
- ***Gender Inclusivity****: Actively asks for and respects the gender pronouns of clients to ensure inclusivity and respect.*

D. Demonstration of Commitment to Include Residents & Others w/ Lived Experience (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?
    i. Describe how and when the information is collected and provide a specific example of how client feedback has been used in your program, with a particular emphasis on enhancing individual wellbeing, within the past two years.
3. Provide detailed information (total number of seats, member demographics) on the makeup of your board of directors, including the number of dedicated seats for those with lived and living experience.
4. What percentage of managers and directors have lived experience of homelessness?

Rating Criteria - A strong application meets all the criteria below.
1. Partnership and Community Involvement
- ***Engagement with Lived Experience****: Clearly describes how they will partner with residents and community members who have lived experience of homelessness. This includes actively involving these individuals in planning, implementation, and evaluation processes.*

2. Feedback and Power Sharing
- ***Incorporation of Customer Voice****: Effectively communicates how they share power with clients and respond to customer feedback. This includes including the customer voice in the planning, implementation, and evaluation of services.*
- ***Regular Feedback Mechanisms****: Solicits qualitative and quantitative feedback more than once a year and provides clear examples of how practices have been adjusted based on this feedback.*

3. Board Representation
- ***Diverse Board Composition***: *The board includes dedicated seats for individuals with lived and living experience of homelessness. Specifically, there is at least one seat filled by a person currently receiving services and one seat filled by someone with past lived experience.*

E. HUD Priority Components (17 Points) and Housing First and Low Barrier Services (20 POINTS)

Housing First is a model of housing assistance that prioritizes rapid placement/stabilization in permanent housing and does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold).

It is an approach to connect individuals and families experiencing homelessness quickly and successfully to permanent housing without barriers to entry, such as sobriety, treatment, or service participation requirements; or other preconditions that might lead to the program participant from the project.

Adherence to Housing First Principles is a system measure and is a scoring element for the Seattle-King County Consolidated Application.

1. At Program Entry: This project ensures participants are <u>NOT</u> screened out based on (please select all that apply):
    ☐ Having too little or no income
    ☐ Active substance use
    ☐ History of substance abuse
    ☐ Having a criminal record with exceptions for state/SHA-mandated restrictions
    ☐ Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement).
    ☐ Sexual Orientation or Gender Identity
2. At Program Exit: This project ensures participants are <u>NOT</u> terminated from the program for the following reasons (please select all that apply):
    ☐ Failure to participate in supportive services
    ☐ Failure to make progress on a service plan
    ☐ Loss of income or failure to improve income
    ☐ Being a victim of domestic violence
    ☐ Any other activity not covered in the lease agreement typical of area.
3. For any element NOT checked in question a) and b) above, programs must submit a short response narrative that explains why.
4. Housing First Program Narrative: Please describe your program's Housing First philosophy and how you apply this philosophy in your day-to-day operations.
    f. Include with this application your agency's Housing First Operational Procedures or equivalent documentation.
5. Housing First Program Termination / Low Barrier Housing Narrative:

g. Please describe the rules or behavioral expectations participants must follow in your program and whether these are provided in writing.

h. Describe the behavior/issues that would cause you to ask someone to leave your program.

i. Briefly describe the process used to terminate someone, including the support provided to keep someone from being terminated and returning to homelessness.

Rating Criteria - A strong application meets all the criteria below.
Program Component Priority:
- *Permanent Supportive Housing Project = 14pts*
- *Rapid Rehousing = 12pts*
- *Joint Component Transitional Housing/Rapid Rehousing = 10pts*
- *Support Services Only = 6pts*

Program Population Priority:
- *100% of units are dedicated / prioritized for Chronically Homeless Persons = 3pts*
- *100% of units serve Youth and Young Adults= 1pt*
- *100% of units operate as "Recovery Based" Housing = 1pt*
- *100% of units serve Elders and seniors = 1pt*
- *100% of households are fleeing Domestic Violence or Sex Trafficking = 1pt*

1. Housing First Approach Implementation
- *Description of Implementation: Clearly describes how a Housing First approach is implemented in the proposed project.*
- *Alignment with Standards: Provides agency-level documentation that identifies the Housing First model and aligns with HUD standards.*

2. Barrier Reduction and Participant Support
- *Lowering Barriers: Effectively communicates how the program works to lower barriers for participants.*
- *Person-Centered Termination Processes: Ensures termination processes are low-barrier and person-centered, aiming to mitigate harm and support participants in remaining housed.*

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.
1. Experience and Capacity with Data Management
- *HMIS Data Management: Demonstrates previous experience or provides a detailed explanation of their knowledge and capacity to collect and manage Homeless Management Information System (HMIS) data.*

2. Reporting Requirements
- *Experience with Reporting: Has experience meeting reporting requirements for state, local, and/or federally funded programs, or demonstrates the ability to fulfill these requirements.*

3. Financial Management and Health
- *Financial Overview: Adequately describes the organization's revenue, financial health, and fiscal management system.*
- *Fiscal Management System: Maintains a fiscal management system with checks and balances that adheres to Generally Accepted Accounting Principles (GAAP) to safeguard all awarded funds. If the applicant lacks fiscal management capabilities, they must identify a fiscal sponsor.*

F. Program Budget

Complete the CoC Proposed Program and Personnel Budgets. Do not provide your agency's total budget. Costs should reflect the proposed activities and any additional fund sources related to the program area(s) being proposed.

1. Describe each budget item you are requesting and how you plan to use it.
2. 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.)? (☐Yes/☐No)
   i. If yes, please include each additional fund source in separate columns in the CoC Budget Template.
   ii. You must be able to demonstrate a 25% in-kind or cash match.

Rating Criteria - A strong application meets all the criteria below.
1. Staffing and Qualifications
- *Staffing Needs: Clearly explains how staff positions and their qualifications are designed to meet the needs of the program's customers.*
2. Budget Justification
- *Budget Explanation: Provides a clear explanation for each budget item and its intended use. Budget items are logical and cost-effective.*
- *Funding Sources: If using funds from other sources, clearly lists those sources and provides a detailed explanation of budget allocations.*
3. Match Requirement
- *Match Requirement Compliance: Demonstrates the ability to meet the 25% match requirement for the funding.*

G. Supplemental Program Information (Not Scored)

1. Will program participants be required to live in a specific structure, unit, or locality at any time while in the program? Yes/No
2. If yes, explain how and why the project will implement this requirement.
3. Will more than 16 persons live in a single structure? Yes/No
4. Describe how the project will be integrated into the neighborhood:
5. PSH Projects Only: Is this project 100% Dedicated or DedicatedPLUS?
   ☐100% Dedicated
   ☐DedicatedPLUS
6. For all supportive services available to program participants, indicate who will provide them and how often they will be provided.

   Provider: For the supportive services listed, select one of the following as applicable:
   - 'Subrecipient' indicates your organization will provide the service.

- 'Partner' indicates an organization other than a subrecipient of CoC Program funds, but with whom a formal agreement or (MOU) was signed to provide the service, or
- 'Non-Partner' indicates a specific organization with whom no formal agreement was established regularly provides the service to program participants.

Frequency: For each supportive service selected, indicate how often the service is provided to program participants. If two frequencies are equally common, select the interval that is most frequent, (e.g., both weekly and monthly are equally common select weekly).

Supportive Services	Provider	Frequency
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance and Job Training		
Food		
Housing Search and Counseling Services		
Legal Services		
Life Skills Training		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		

7. Mainstream Benefits and Other Assistance: Please check all that are true:
   ☐ Case Managers systematically assist clients in completing applications for mainstream benefit programs.
   ☐ We supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs
   ☐ We use the DSHS single application form that helps program participants sign up for four or more mainstream programs.
   ☐ We have staff who systematically follow-up with program participants (at least annually) to ensure that they have applied for and are receiving their mainstream benefits and that benefits are renewed.
   ☐ We participate in enrollment and outreach activities to ensure eligible households know of and are enrolled in health insurance (e.g., Medicaid, Medicare, Affordable Care Act options).

8. Please check all that are true.

☐ We have specialized staff, or contract with another organization, for the primary responsibility of identifying, enrolling, and following up with clients regarding participation in SSI/SSDI.

☐ We have staff, or contract with another organization who has staff, who participated in an in-person or online SOAR training in the last 24 months.

9. Program Participants – Persons and Households: Please indicate the number of households the project serves, the characteristics of those households, and the number of persons for each household type, as applicable:

Households	Households with at Least One Adult & One Child*	Adult Households without Children	Households with Only Children
Total Number of Households			
Characteristics			
Persons over age 24*			N/A
Persons ages 18-24*			N/A
Accompanied Children under age 18		N/A	
Unaccompanied Children under age 18	N/A	N/A	

10. Program Participants – Subpopulations: Please detail the subpopulation information for the households entered above.

To complete the columns correctly, the following rules apply for all three household types:

The numbers entered for the following columns *cannot* be duplicated within these three subpopulations:
  o CH (Not Veterans)–number of chronically homeless non-veterans which must match the number of beds your project will dedicate to chronic homelessness. Do not include chronically homeless veterans, or
  o CH Veterans –number of chronically homeless veterans, regardless of discharge reason, or
  o Veterans (Not CH)– number of veterans who do not meet the chronically homeless definition.

The numbers entered for the following columns *can* be duplicated and should reflect the estimated subpopulations program participants fall under:
  o Chronic Substance Abuse,
  o HIV/AIDS,

- o Mentally Ill,
- o Domestic Violence (DV), includes survivors of human trafficking, sexual assault, stalking, and dating violence,
- o Physical Disability,
- o Developmental Disability, and
- o Persons Not Represented by a Listed Subpopulation.
  - Description of "Persons Not Represented by a listed Subpopulation":

Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/ AID	Mental Illness	DV	Physical Disability	Developmental Disability	Persons Not Represented by a listed Subpopulation
Persons over age 24										
Persons ages 18-24										
Children under age 18		N/A	N/A							
Total Persons										

Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/ AID	Mental Illness	DV	Physical Disability	Developmental Disability	Persons Not Represented by a listed Subpopulation
Persons over age 24										
Persons ages 18-24										
Total Persons										

Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/ AID	Mental Illness	DV	Physical Disability	Developmental Disability	Persons Not Represented by a listed Subpopulation
Accompanied Children under age 18		N/A	N/A							
Unaccompanied Children under age 18		N/A	N/A							
Total Persons										

11. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur:

Project Milestones	Days from Execution of Grant Agreement
Begin hiring staff or expending funds	
Begin program participant enrollment	
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin.	
Leased or rental assistance units or structure, and supportive services near 100% capacity	

iv. Deadline and Completed Application Requirements

A. Application Submittal
1. The application <u>must</u> include:
    a. A completed narrative response to sections A. – F.
2. Name of Organization
    a. Full name of your organization
3. CoC Funding Opportunity:
    a. Select or enter the value corresponding to the CoC funding opportunity you are applying for.
4. Program Type for New Application
    a. Select or enter the value for the program type of the new application.
5. New Project Title
    a. Provide the title of the new project.
6. Primary Contact Name
    a. Enter the name of the primary contact for this application.
7. Primary Contact Email
8. Enter the email address of the primary contact.
9. Required File Uploads (Below)

Application Checklist

FY2024 CoC General Bonus RFP

This checklist is to help you ensure your application is complete prior to submission, and to verify KCRHA's expectations. Please do not submit this form with your application.
HAVE YOU…

☐ **Read and understand the following additional documents found on the KCRHA website?**
    ☐ [Proprietary and Confidential Information](#)
    ☐ [KCRHA's Agency Minimum Eligibility Requirements](#)

☐ **Completed each section of the <u>Narrative</u> response for each program area(s) you are applying for? (Enter narrative response for each question directly in the application and upload via [Smartsheet](#))**
    ☐ Need for Project/ Project Narrative (10 points)
    ☐ Quality of Project Application Experience & System Coordination (10 points)
    ☐ Demonstration of Commitment to Advancing Race and Social Justice (25 points)
    ☐ Demonstration of Inclusion of Lived Expertise and Person-Centered Practices (25 points)
    ☐ HUD Priority Components (17 Points) and Housing First and Low Barrier Services (20 POINTS)
    ☐ Data and Fiscal Management Practices (5 points)
    ☐ Budget (5 points)

☐ **Attached the following supporting documents? ***
    ☐ 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.
    ☐ Documentation demonstrating a 25% match commitment (non-CoC funds)

☐ ***<u>If you are proposing a significant <u>collaboration</u> with another agency, have you attached a signed letter of commitment from that agency's Director or other authorized representative?</u>**

*_These documents do not count against the page limit for the proposal narrative section._
All applications are due to the King County Regional Homelessness Authority **August 30, 2024 by 11:59pm PST.** See Section III for submission instruction