2024 Seattle-King County Continuum of Care (CoC) Interpersonal Violence and Exploitation - Bonus RFP

August 12, 2024

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I. Introduction

The King County Regional Homelessness Authority (KCRHA) is seeking proposals for the Interpersonal Violence and Exploitation (IPVE) Request for Proposal (RFP) to include in its countywide consolidated application for *new* federal grant funding under the [Department of Housing and Urban Development (HUD) FY 2024 – FY 2025 Continuum of Care Competition and the Renewal and Replacement of Youth Homeless Demonstration Program Grants NOFO publication](#). This funding opportunity is looking for applications from agencies proposing programs targeted to further HUD's strategic goals to expand rapid re-housing projects or joint transitional rapid re-housing component for survivors of DV, stalking, sexual assault, or other form of violence, referred to in this document as interpersonal violence and exploitation (IPVE), this funding is also known as the DV Bonus. King County Regional Homelessness Authority (KCRHA) may offer multiple awards. Final awards are contingent upon HUD's final funding decisions for the Seattle-King County CoC[1].

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 survivors of domestic violence, sex trafficking, sexual assault, dating violence, and/or stalking who meet [HUD's definition of 'homeless'](#) have access to permanent housing through new or expanding rapid re-housing, joint transitional/rapid re-housing component;
- Provides services grounded in a Housing First, wellness, Trauma-Informed Care, and confidentiality;
- Demonstrates how they include or plan to include survivors with lived expertise in policy and program development; and
- Advance equity for Black, Indigenous, and other people of color as well as individuals who identify as LGBTQ+ and individuals with disabilities.

The applicant pool will be reviewed by a rating team of community members and subject matter experts (SMEs). The rating team will recommend applications to be funded and contracting is anticipated to begin in quarter 3 of 2025. Ongoing funding is based on budget availability and customer satisfaction with service provider/program performance. This funding is available for existing projects only. Application categories include the expansion of:

- Rapid Rehousing (PH-RRH); and/or
- Joint Transitional and Rapid Rehousing Component (Joint TH/PH-RRH).

II. Background

Up to **$1,512,343*** in new HUD Continuum of Care (CoC) IPVE Bonus funds may be contracted through an upcoming 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.

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

An applicant may also apply to expand an existing renewal project, including one that was previously awarded with Interpersonal Violence & Exploitation Bonus funding, in accordance with Section III.B.2.j of the FY2024 NOFO, however, only the new project application for the expansion will be considered for Interpersonal Violence & Exploitation Bonus funds through this process. Additionally, to be eligible to receive an IPVE Bonus project for RRH, all proposals funded through the IPVE Bonus RFP 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 IPVE Bonus must continue to serve survivors of DV, dating violence, sexual assault, stalking, and other forms of violence who qualify as homeless under paragraph (4) of 24 CFR 578.3.

*Amounts may change pending final amounts from HUD.

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 @: RFP@kcrha.org

IV. Funding Source

Funding Sources: The total amount of funds available for the Fiscal Year (FY) 2024 new IPVE Bonus RFP is up to $1,512,343* annually. We anticipate funding 2-3 projects with this total amount. **The final amount available for this RFP will be determined by HUD's final award amount to the Seattle-King County CoC.** IPVE Bonus funds cannot be combined with reallocated or CoC Bonus funds. 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 IVPE Bonus	$1,512,343*
Total	$1,512,343*

V. Program Requirements

1. Applicants must adhere to the program requirements to be eligible to apply for funding through the **Interpersonal Violence and Exploitation RFP**.
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.

Selection Process

• The selection process for these funds is open to new and existing service providers.
• 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.

VI. Program Scope

Additionally, KCRHA seeks to fund organizations with expertise serving survivors, or "victim service providers," of intimate partner DV, sexual assault, sex trafficking, dating violence, stalking, and other forms of violence. Applicants whose program participants are 100% survivors, who meet HUD's [definition of homeless](#) will be rated the highest.

Services will be offered using a Housing First, trauma informed, survivor-centered approach which prioritizes the household's wellness and wellbeing, anywhere in King County. Strong applications should demonstrate the ability to:

1. Rapidly connect families and individuals experiencing homelessness to permanent housing.
2. Provide tailored assistance based on each household's unique needs.
3. Offer housing identification assistance, time-limited tenant-based rent, and move-in assistance.

4. Ensure case management services are survivor-directed, respectful of individuals' right to self-determination, and voluntary.

Additionally, those proposing to provide Joint Transitional/Rapid Re-housing component should demonstrate the ability to:

1. Combine the activities of a transitional housing project with those of a rapid re-housing project;
2. Use a Housing First approach with survivor-driven service models and a focus on moving individuals and families to permanent housing as quickly as possible;
3. Participants cannot be required to participate in treatment or services to receive assistance;
4. Have low barriers to entry and accommodate people with possessions, partners, pets, or other needs;
5. Housing identification assistance;
6. Time-limited tenant-based rent & move-in assistance;
7. Prioritize survivors experiencing homelessness with higher needs and who are most vulnerable.

Below summarizes the proposal recommendations in this funding process:

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. Rapid Re-Housing
    b. Joint Transitional Housing/Rapid Re-Housing
3. Provider Profile & Eligibility
    a. Current RHA contracted and new agencies that provide RRH services.
    b. Experience working with survivors of domestic violence, sexual assault, sex trafficking,[2] dating violence, and/or stalking;
    c. Agency must be able to demonstrate the ability to provide a 25% match;
    d. Agencies who can demonstrate a relationship with private landlords will receive additional points;
4. Eligible Costs
    a. Personnel and Fringe Benefits
    a. Leasing of a structure or units, and operating costs to provide transitional housing;
    b. Short or medium-term tenant-based rental assistance on behalf of program participants in the rapid re-housing portion of the project;
    c. Supportive services for the entire project
    d. Project administrative costs for the entire project;

4. Ineligible Costs
    a. Acquisition
    b. Rehabilitation
    c. New Construction

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[2] IVPE Bonus funds may not exclusively serve people fleeing or attempting to flee sex trafficking.

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 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 Rapid Re-Housing services.
2. 80 percent of households exit to permanent housing.
3. 80 percent of households exit to permanent housing and do not return to homelessness within 6 months.

i. Determination of a Completed Application

All applications must be completed through [KCRHA's CoC NOFO Projects Renewal Smartsheet Form](). Please notify the Procurement Coordinator if you require accommodation.

Applicants must meet the following:

1. **Minimum Eligibility Requirements**
   a. 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 collaborate on and evaluate performance metrics with each awardee 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.

Completed RFPs are due by Friday, August 30, 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.

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

ii.   Application Requirements

Applications will be rated based on the information requested in this funding process, a financial review, and any clarifying information including a virtual tour/interview, requested by KCRHA. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may not be reviewed nor rated.

The following format and documents are required for each application submitted via the KCRHA's CoC NOFO Projects Renewal Smartsheet Form:

- No more than 1700 words per section;
- Personnel and Program budgets (Excel), uploaded via the Smartsheet form.
- Current fiscal year's financial statements (Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer)
- Most recent audit report
- Most recent fiscal year-ending Form 990
- SAM registration
- Unique Entity ID (UEI) number
- Federal System for Award Management (SAM) registration
- 501(c)(3) status

It's advised that applicants gather the required documents and begin writing their proposals on a separate document before submitting their proposal through the New CoC NOFO Projects Smartsheet form. Please email us at RFP@KCRHA.org if you experience any technical difficulties.

iii.   Proposal Narrative

A. Need For Project/ Project Narrative (20 POINTS)

1. What is unique about your organization that should be considered when looking across similar applicants? How are you uniquely positioned to carry out this project?
2. Explain your organizations experience with providing Rapid Rehousing services to survivors of DV, stalking, dating violence and/or sexual assault.
   a. How will you implement a low barrier service model to ensure accessibility and inclusivity for all participants, including those with complex needs or barriers?
   b. How does your proposed service model support minimize program termination?
3. Explain what your organization is proposing to do.
   a. Where will you carry out your proposed program(s)? (Region, city, neighborhood(s), etc.)
   b. What is the ratio of staff to participants?
   c. What is the intended 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, survivor-centered approaches which also maintain confidentiality and 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?
   f. How do you plan to serve individuals that are defined as homeless by HUD.
      a. Explain in detail who you plan to serve (i.e. individuals fleeing Domestic Violence or Sex Trafficking, Chronically Homeless individuals, Youth and Young Adults, Elders, etc.)

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 clearly and logically addresses the housing and supportive service needs.*
- ***Thorough Approach****: Provides 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 services to survivors of domestic violence (DV), sex trafficking, stalking, dating violence, and/or sexual assault, as well as in providing rental assistance as described in the scope of work.*

3. Target Population
- ***Survivors of Violence****: Proposes to serve survivors of DV, sexual assault, sex trafficking, and/or stalking, and ensures that these survivors meet HUD's definition of "homeless."*
- ***Underserved Population****: Provides details about the anticipated number of people housed and plans to serve an underserved population. Additional points are awarded for proposals that exclusively serve survivors.*

4. Housing and Support Services
- ***Rapid Rehousing (RRH)****: Proposes to provide Rapid Rehousing rental assistance, services, and/or operations.*
- ***Unit Fit****: The number and confirmation of units will meet the needs of the program participants.*

5. Program Approach
- ***Housing First and Trauma-Informed****: Demonstrates a commitment to a Housing First approach, trauma-informed, person-centered services that maintain confidentiality and encourage wellbeing.*

- **Survivor-Centered Services**: *The ratio of direct-service staff to survivors supports survivor-centered services.*

6. Community Integration
- **Unique Features**: *Effectively demonstrates unique features needed within the community and Continuum of Care.*
- **Implementation Area**: *Proposes to implement services within the Seattle-King County CoC's area.*

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. Quality of Project Applicant Experience & System Coordination (10 POINTS)

1. Does your organization have experience operating Rapid Re-housing or Joint Transitional Housing RRH Component projects? If so, please share how you have demonstrated past success.
2. How will this project maintain capacity and occupancy?
3. How do you plan to demonstrate the ability to collaborate with victim service providers and others within the CoC?
4. Explain the range of confidential support services you will offer.
5. Describe in detail the key staff and their involvement and qualifications for the proposed program model.
6. How are staff kept systematically up to date regarding mainstream resources available for survivors experiencing homelessness (ie. SNAPS, SSI, TANF, and Substance abuse programs)?
7. Explain how your proposal will intersect and/or collaborate with the healthcare system to support the needs of survivors, including behavioral health organizations to assist survivors with enrolling in health insurance, and effective utilization of Medicaid and other benefits.
8. What is your detailed plan for ensuring full utilization of allocated funding?

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

1. Collaboration and Partnerships
- **Collaboration with Providers**: *Demonstrates the ability to collaborate effectively with Victim Service Providers and 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**: *Shows the ability to leverage partnerships and services to best serve survivors. Additional points are awarded for having formal agreements with healthcare providers.*

2. 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 survivors (e.g., Food Stamps, SSI, TANF, substance abuse programs).*

3. System Performance Effectiveness and Sustainability
- **Operational History**: *Demonstrates a history of successfully operating Permanent Housing-Rapid Re-Housing (PH-RRH) and/or Transitional Housing-Rapid Re-Housing (TH-RRH).*
- **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.
- *Occupancy and Capacity*: Clearly explains the plan to maintain occupancy and capacity of the program.

C. Demonstration of Commitment to Advancing Race and Social Justice (25 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 the racial makeup and experience of your organization's Board of Directors and how they reflect the community being served.
3. Describe how your agency supports and empowers the LGBTQIA+ community, people living with disabilities, 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.
4. How do you propose to provide outreach and support to people from marginalized communities, particularly LQBTQIA+.
5. Explain your agency's commitment to social justice and equity, specifically in relation to transgender individuals.
    a. Provide examples of past projects, initiatives, and/or policies that demonstrate this commitment.
    b. How does your organization ask for and respect clients' gender pronouns? Describe the steps you take to ensure inclusivity and how your staff is trained to handle these interactions respectfully.

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 Inclusion of Victim/Survivor-Centered Practices (15 POINTS)

1. What role will survivors play in planning, implementation, and evaluating your proposed project?
2. Explain how your project will gain and respond to survivor feedback in its ongoing programming and operations? How will your program address housing and safety needs of survivors by adopting victim/survivor-centered practices (e.g. Housing First, Trauma-Informed Care, Confidentiality?
3. How will the program help survivors obtain rapid-rehousing that addresses their needs and includes trauma-informed, survivor-centered approaches which also maintain confidentiality?
4. How will your organization adopt survivor-centered practices and participation? If there is currently none, explain a plan to address how you will do this.
5. Describe how your agency has adopted victim-centered practices and ensured the active participation of individuals in your policy development and implementation processes. If these practices are not currently in place, please explain your plan to develop and implement them. Include specific strategies, timelines, and anticipated outcomes.
6. Describe the methods your agency uses to engage and support survivors with lived expertise in advisory or decision-making roles.
   a. How will you ensure that their participation is meaningful and that they have the necessary resources and support to contribute effectively? Include specific strategies, support structures, and examples of similar successful initiatives if available.
   b. What mechanisms does your agency use to incorporate survivors feedback into the decision-making process.

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

1. Partnerships and Collaboration
- ***Partnerships with Survivors and Stakeholders****: Clearly describes how they will partner with survivors and/or other community stakeholders with lived experience of homelessness and violence, including details on the nature of these partnerships.*

2. Customer Feedback and Power Sharing
- ***Inclusion of Customer Voice****: Effectively communicates how they 'share power' and incorporate customer feedback into the planning, implementation, and evaluation of services.*

3. Program Effectiveness
- ***Support for Permanent Housing****: Shows how the program will help survivors remain in permanent housing by addressing their needs with trauma-informed, survivor-centered approaches while maintaining confidentiality.*
- ***Victim-Centered Practices****: Clearly explains how the proposal addresses the housing and safety needs of survivors by adopting victim/survivor-centered practices such as Housing First, Trauma-Informed Care, and Confidentiality.*
- ***Adoption of Victim-Centered Practices****: Demonstrates current adoption of victim-centered practices or provides a detailed plan for how they will integrate these practices.*

E. Housing First and Low Barrier Services (15 Points)
1. Describe in detail how your organization implements a Housing First approach in the proposed project. What specific practices and policies are in place to ensure this model is effectively applied?
2. Explain how your program actively lowers barriers for participants. What strategies do you use to ensure that participants can access and maintain housing without unnecessary obstacles?
3. Describe your approach to participant termination. How does your organization ensure that termination processes are low-barrier, person-centered, and focused on minimizing harm while supporting participants in staying housed?

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

 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.*

F. 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.*

G. Project Budget (5 Points)

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)
    a. If yes, please include each additional fund source in separate columns in the CoC Budget Template.
    b. 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.*

H. 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 people 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 in the table below 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 (eg., 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 aged 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:
- Chronic Substance Abuse,
- HIV/AIDS,
- Mentally Ill,
- Domestic Violence (DV), includes survivors of human trafficking, sexual assault, stalking, and dating violence,
- Physical Disability,
- Developmental Disability, and
- 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 aged 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 age 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 Interpersonal Violence and Exploitation - 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)
  ☐ Demonstration of plan to include Survivors with Lived Expertise (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