



2024 South King County Severe Weather Response Request for Proposal

October 11, 2024

Table of Contents

- I. Introduction3
- II. Background4
- III. Timeline.....4
- IV. Funding Source5
- V. Program Requirements.....5
- VI. Program Scope.....6
- VII. Contracting Requirements9
- VIII. Performance Expectations9
 - i. Application Submittal9
 - ii. Determination of a Completed Application11
 - iii. Proposal Narrative11



I. Introduction

The South King County Severe Weather Response Request for Proposal (RFP) is seeking applications from qualified agencies interested in providing Severe Weather Response services for youth and young adults, single adults 18+ and/or families currently experiencing homelessness.

This funding opportunity is open to proposals from non-profit organizations that serve residents of South King County, including: Algona, Auburn, Black Diamond, Burien, Covington, Des Moines, Enumclaw, Federal Way, Kent, Maple Valley, Newcastle, Normandy Park, Pacific, Renton, SeaTac, Tukwila, and unincorporated areas south of Seattle, including but not limited to East Federal Way, Fairwood, Hobart, Skyway, and White Center. **KCRHA expects to award up to ten (10) agencies that will provide support staffing and supplies for severe weather shelter sites.**

The intent of the South King County Severe Weather Response RFP 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. King County experiences significant weather variations between subregions, necessitating flexible severe weather activation; therefore, local climate conditions should be considered by each subregion. Awarded agencies must communicate their severe weather thresholds to KCRHA prior to executing a contract and are expected to activate within 24 to 72 hours' notice from KCRHA, in accordance with the agreed upon thresholds. They are also expected to provide immediate activation of a 12-hour severe weather shelter and operate from, at a minimum, 7:00 PM to 7:00 AM. Services must be ready for activation by November 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:

- Propose to expand their existing number of severe weather beds, bed nights, and increase outreach and/or other services during severe weather events;
- Provide a secure, dignified temporary emergency shelter for unhoused adults seeking respite from harsh weather conditions, extreme cold, 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;
- Demonstrate a comprehensive understanding of Severe Weather Response needs;
- Ability to operate emergency shelter and provide severe weather response for unhoused youth, young adults, single adults 18+, and couples of all genders.
- Offer services grounded in a Housing First, Trauma-Informed, holistic support; 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 as well as periods of unhealthy air quality and/or dangerously high summer heat that can cause significant negative health consequences, including death. 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
RFP Released	Friday, October 11, 2024
Information Session Webinar <i>Participation is suggested but not required</i>	Monday, October 21, 2024, at 12:00pm Info Session Link: <u>Join the meeting now</u>
Last Day to Submit Questions to <u>RFP@kcrha.org</u>	Friday, October 25, 2024, 5:00 PM PST <i>Q&A will be available on <u>KCRHA website</u> under "Funding Opportunities" drop-down menu</i>
RFP submission Deadline	Thursday, November 1, 2024, at 11:59 PM PST



Award/Denial Notification	Week of November 11, 2024
Estimated Contract Start Date	November 2024

- * 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, '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 RFP is **November 1, 2024**, at 11:59 PM PST. An Information Session will be held on **Monday, October 21, 2024**, to review the RFP 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 October 25, 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
King County	\$70,000.00	November 1, 2024 – December 31, 2025

V. Program Requirements

1. Applicants must adhere to the program requirements to be eligible to apply for funding through the **South King County Severe Weather Response RFP**.
2. Minimum Eligibility Requirements
 - Agencies are required to meet the requirements found on [KCRHA's website](#).
3. Data Collection, Evaluation and Performance Measures



- Data collection and reporting will be required and KCRHA will provide technical assistance. Data collection may include, but not limited to:
 - Daily logs of number of individuals provided shelter and/or services the night;
 - Nightly bed capacity or daily drop in capacity;
 - Number of meals served.
 - 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.

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 provide secure and dignified temporary emergency shelters, providing essential supplies to unhoused individuals 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. Additionally, applicants proposing to expand their number of beds will receive additional points.

The sections below summarize the program area(s) and associated requirements contained in this RFP. 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. Successful applicants will be responsible for implementing and managing the program areas.



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, in South King County areas defined in the introduction section of this application. 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 KCRHA during severe weather events, including extreme cold, excessive heat, heavy snowfall, or poor air quality;
 - ii. Provision of overnight accommodation at a minimum comprised of a comfortable sleeping space in a safe and secure environment during severe weather;
 - 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. Maintain and report on utilization and other data as determined prior to contract execution.
- 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 & Minimum Eligibility Requirements
 - a. Agencies are required to meet the minimum eligibility 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.
 - b. Supportive Services associated with the severe weather event include:
 - i. Food and beverages
 - ii. Case management
 - iii. Employment assistance
 - iv. Housing search and counseling services
 - v. Outpatient health services (mobile medical)
 - vi. Outreach services
 - vii. Transportation
Supplies
- 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 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 because of the RFP 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.

VIII. Performance Expectations

1. Agencies will report on client outcomes through performance commitments. Specific numerical goals for performance commitments will be determined during contract negotiation.
2. Selection Process
3. The selection process for these funds is open to legally constituted entities that meet [KCRHA's minimum eligibility requirements](#).

i. Application Submittal

Applications will be rated on the information requested in this RFP 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 not be rated.

Questions related to the RFP should be directed to the KCRHA Procurement Team at rfp@kcrha.org. Agencies and their representatives must not reach out to any other KCRHA staff about this procurement to ensure a fair process.



X. Instructions

Agencies are asked to complete an application with their severe weather qualifications. Once complete, you may submit your full proposal and attachments through [Smartsheet](#).

Follow all listed instructions in the Smartsheet application. It is advised that applicants gather the required documents and begin writing their responses on a separate document before the Smartsheet form opens. Please email us at RFP@KCRHA.org if you experience any technical difficulties with Smartsheet.

Upload all required documents within the Smartsheet application.

1. Completion of [Smartsheet Application](#)
2. Application response to Questions and Rating Criteria listed in Section iii. Use the editable [2024 South King County Severe Weather RFP](#) provided.
3. Submit all Minimum Eligibility documents that are appropriate for your agency type. Review the full [KCRHA Minimum Eligibility Requirements Checklist document](#) to ensure your agency is meeting all requirements.

MINIMUM ELIGIBILITY REQUIREMENT	SUPPORTING DOCUMENTATION
Applicant must be incorporated as a Washington State, private non-profit corporation . Note: Applicant must be granted 501(c)(3) tax-exempt status.	Certificate of Incorporation KCRHA confirms the status via the IRS website
OR a Federally or Washington State-recognized Indian tribe.	Federal or State Registry listing
OR a public corporation or other legal entity established per R.C.W. 35.21.660 or 35.32.730 (public corporation, commission, or authority).	Authorizing documents such as an interlocal agreement, legislative act, or ruling, etc.
AND	
Applicants must be in good standing 12 months before and on the date of application for pre-certification.	Certificate of Existence
Applicant must have a Federal Tax Id number / employer identification number (EIN)	EIN Registration Confirmation from the IRS
Applicant must have Washington State Business License (UBI#) and Seattle Business License (as applicable), and pay taxes as required by the laws of those jurisdictions.	Copy of Business License(s)



Applicant must not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from competing for funding opportunities by any Federal, State, or local department or agency.	KCRHA Certification of Non-debarment
Applicants must have an active System for Award Management (SAM) registration on Sam.gov and an active Unique Entity ID number (UEI).	Proof of active SAM registration and UEI number

Required format for each submitted application:

- a. Typed, no more than 1,700 words per section;
- b. Convert each document into a PDF file before uploading to Smartsheet.

Completed applications are due by **Friday, November 1, 2024, at 11:59 PM PST**. KCRHA advises completing the application documents several days prior to the deadline in case you encounter an issue with your internet connectivity, etc. We recommend you respond to each question in a Microsoft Word document, then upload to [Smartsheet](#). KCRHA is not responsible for ensuring that applications are received by the deadline. KCRHA reserves the right to deny any applications submitted after the stated deadline.

ii. Determination of a Completed Application

KCRHA is currently transitioning to a new grants management system. Until the new system is implemented, applications must be submitted using the online fillable application, which is [linked here](#), or you can find it on our website under Funding Opportunities. Please notify RFP@kcrha.org if you require accommodation.

iii. 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. Please clearly describe the severe weather thresholds your agency uses to determine when to activate emergency services or additional resources. Include specific criteria such as temperature, wind chill, air quality or other relevant weather factors.



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.
5. Does your proposal increase the overall capacity (beds/bed-nights) of South King County during severe weather events? (5-point bonus).

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 their severe weather thresholds, and 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.

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 programmatic 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 programmatic 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, 2024 - December 31, 2024] (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, 2025 - December 31, 2025], based on funds available through this RFP.
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 their 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.

