



2025 Quarter One Severe Weather Request for Qualifications (RFQ)

February 10, 2025

Table of Contents

I.	Introduction.....	3
II.	Funding.....	4
III.	Timeline and Information Sessions	4
IV.	Scope of Work	5
V.	Eligible Costs and Reporting Requirements	6
VI.	Contracting Requirements	8
VII.	Application Questions and Rating Criteria.....	9
VIII.	RFQ Evaluation.....	11
IX.	How to Apply.....	11
	i. Application Due Date	11
	ii. Application Instructions	11
	iii. Salesforce Resources.....	12
	iv. Application Link	12



I. Introduction

The purpose of the Severe Weather Request for Qualifications (RFQ) is to identify organizations in King County that have an interest in applying for and receiving severe weather funding from KCRHA. Severe weather funded activities include provision of emergency shelter and/or supplies in response to severe weather conditions (cold, heat, smoke and/or unusual events) as defined by Tier 1, 2 or 3 activation in the [Severe Weather Policy](#) for individuals and/or families experiencing unsheltered homelessness.

This RFQ is seeking qualifications from agencies interested in providing severe weather services for youth, single adults, and/or families currently experiencing homelessness. KCRHA is seeking to pre-approve agencies for severe weather response which includes providing secure and dignified temporary emergency shelters and essential supplies for unhoused individuals seeking refuge from adverse weather conditions such as snow, smoke, extreme heat and cold, extreme wind or rain, and other severe weather events. For more information, see KCRHA's [Severe Weather webpage](#).

Qualified agencies will sign a Master Service Agreement (MSA) with KCRHA, if not currently contracted. Agencies with a current MSA will be required to apply through this process but will not need to sign another MSA until their current MSA expires. As funding becomes available, or need arises, KCRHA will run a shortened Request for Proposals (RFP) for agencies identified through this process.

Centered in [KCRHA's Theory of Change](#), all submissions will be reviewed to ensure completeness, that minimum eligibility requirements are met, and agency qualifications meet the standard established by this RFQ.

Important Notes

- **No funding is awarded as part of the 2025 Severe Weather RFQ process**, nor is there any guarantee of a contract to any entity that is successfully approved through this process.
- **Beginning in 2025, agencies seeking funds for severe weather must participate in the RFQ process.** KCRHA will re-open this RFQ twice per year to ensure agencies have ongoing opportunities to submit qualifications.
- If deemed qualified, agencies may apply to severe weather RFPs as they are published if they wish to receive funding; however, agencies are not required to apply for funds if they do not want to at that time.
- Once approved, an organization will remain approved for the duration of the Master Service Agreement (MSA).



- Nonprofit, for-profit, and faith-based organizations are invited to participate in the RFQ process.
- The RFQ process approves agencies who can then later apply to severe weather RFPs with no limit on how many entities can be approved. KCRHA will review all RFQ responses and make a determination for each applicant based on the pre-established criteria stated within this RFQ. KCRHA will approve any entity that meets the pre-established criteria.

II. Funding

The 2025 Severe Weather Request for Qualifications (RFQ) will not award agencies funding; however, beginning in 2025 agencies must be pre-approved via this RFQ process in order to apply for and potentially receive future severe weather response funding.

III. Timeline and Information Sessions

Action	Date
RFQ Released	February 10, 2025
Information Session Webinar <i>Participation is suggested but not required.</i>	February 13, 2025, at 12:00 PM PST Info Session #1 Webinar Registration February 19, 2025, at 12:00 PM PST Info Session #2 Webinar Registration February 24, 2025, at 12:00 PM PST Info Session #3 Webinar Registration
Last Day to Submit Questions to RFP@kcrha.org	March 3, 2025, at 5:00 PM PST <i>Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu</i>
RFQ submission Deadline	March 10, at 11:59 PM PST
Approval/Denial Notification	Week of March 31, 2025
Master Service Agreement Development	Week of April 7, 2025

* KCRHA reserves the right to change any dates in the RFQ timeline. Any updates, including responses to questions, will be posted on the KCRHA website under 'RFP Questions & Answers.'

** 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.



The deadline for submitting a completed RFQ is March 10, 2025, at 11:59 PM PST. An Information Session will be held to review the RFQ and answer questions. Agency representatives should plan to attend the Information Session. Questions and answers elicited during the Information Session, and questions otherwise answered by the Procurement Coordinator, will be posted on KCRHA's [Funding Opportunities webpage](#).

Questions submitted outside of the Information Session should be submitted to the Procurement Coordinator via email at RFP@KCRHA.org; agencies will receive a response via email. The final day to ask questions related to this funding opportunity is March 3, 2025, at 5:00PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

IV. Scope of Work

The goal of this RFQ is to establish a pool of organizations that will be qualified to provide secure and dignified temporary emergency shelters, and to disperse essential supplies to unhoused individuals and families seeking refuge from adverse weather conditions, including snow, smoke, extreme heat, and other severe weather events.

1. Agencies are required to meet the KCRHA's [minimum eligibility requirements](#).
2. Agencies must pass a financial review.
3. Agencies must demonstrate the ability to provide Operational Management.
 - a. Operational Management:
 - i. Establishment of clear activation criteria and protocols for opening and closing shelters and/or service provision.
 - 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 and/or service operations based on feedback, lessons learned, and changing community needs.
4. Agencies must be willing to provide *at minimum* one of Shelter, Basic Needs Provision, and/or Referral and Support Services:
 - a. Shelter:



- i. Provide shelter or day use facility within 48 hours of Severe Weather Activation according to the conditions outlined in Severe Weather Policy. Shelter can be either a congregate or non-congregate shelter facility or a hotel or motel.
 - ii. Severe Weather Shelters offer a safe, dignified environment where unhoused adults can take respite from the elements, avoiding cold and/or snow, heat, or unhealthy air conditions. Opening Severe Weather Shelter will include staffing shelter and storage, transportation, and sanitation of mats/blankets/other supplies as required for shelter operations, provision of food, and coordination with site management to optimize shelter experience for all stakeholders. Staff must be trained in First Aid, crisis prevention and de-escalation, and trauma-informed care.
 - iii. Utilizing hotel vouchers for Severe Weather shelter offers hotel lodging where unhoused adults, and families with children, can take respite from the elements, avoiding severe cold, heat, or poor air quality.
- b. Basic Needs Provision:
- i. Obtaining and distribution of essential supplies that are utilized in severe weather events including but not limited to items to keep people warm, items to keep people cool, items to protect from smoke, items to protect in unusual weather events, sanitation supplies, etc.
 - 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 transportation, 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.

V. Eligible Costs and Reporting Requirements

Severe weather funding procured by KCRHA in the future may have the below eligible and ineligible costs, but KCRHA retains the right to change eligibility in the future. KCRHA categorizes severe weather funding in three categories:

Awards less than \$5000

- HMIS Data Entry is not required.



Eligible costs

- Supplies that are utilized in severe weather events including but not limited to:
 - Items to keep people warm
 - Items to keep people cool
 - Items to protect from smoke
 - Items to protect in unusual weather events
 - Sanitation supplies

Ineligible costs

- Administration
- Staffing
- Capital
- Construction
- Indirect costs

Awards \$5,001-\$9,999

- HMIS Data Entry is not required.
- Simple Utilization Data during Severe Weather activations is required.

Eligible costs

- Personnel salary with fringe benefits, hazard, and holiday pay
- Hotel/Motel vouchers for clients
- Hotel/Motel vouchers for staff unable to travel home when working to provide Severe Weather services
- Family and/or single adult congregate and non-congregate shelter space
- Drop in/Day center shelter space
- Meals/Snacks/Beverages for clients
- Supplies that are utilized in severe weather events including but not limited to:
 - Items to keep people warm
 - Items to keep people cool
 - Items to protect from smoke
 - Items to protect in unusual weather events
- Transportation for clients to get to shelter or hotel/motels

Ineligible costs

- Indirect costs
- Capital
- Construction



Awards greater than \$9,999

- HMIS Data Entry Not Required
- Simple Utilization Data during Severe Weather activations is required.
- Awardees must participate in daily coordination calls or emails with KCRHA, and other regional partners as needed during Tier 2 Severe Weather activation.
- Awardees must participate in daily coordination calls or emails with KCRHA, and other regional partners as scheduled during Tier 3 Severe Weather activation.

Eligible Costs

- Personnel salary with fringe benefits, hazard, and holiday pay
- Indirect costs for program administration
- Hotel/Motel vouchers for clients
- Hotel/Motel vouchers for staff unable to travel home when working to provide Severe Weather services
- Family and/or single adult congregate and non-congregate shelter space
- Drop in/Day center shelter space
- Meals/Snacks/Beverages for clients
- Supplies that are utilized in severe weather events including but not limited to:
 - Items to keep people warm
 - Items to keep people cool
 - Items to protect from smoke
 - Items to protect in unusual weather events
- Transportation for clients to get to shelter or hotel/motels

Ineligible Costs

- Construction
- Capital

VI. Contracting Requirements

If identified as an approved and qualified agency, a Master Service Agreement (MSA) will be put in place between KCRHA and the qualified agency. Organizations that respond to a Severe Weather RFQ and have a signed MSA can apply for future severe weather funding through RFPs as they become available.



VII. Application Questions and Rating Criteria

Agencies will provide responses to the questions below via Salesforce. Responses will be scored on a pass/fail basis, and agencies must meet the rating criteria to receive a pass.

1. In what geographic region(s) can you provide severe weather response services? Select all that apply:
 - **North King County:** Bothell, Kenmore, Lake Forest Park, Shoreline, Woodinville
 - **East King County:** Beaux Arts Village, Bellevue, Clyde Hill, Hunts Point, Issaquah, Kirkland, Medina, Mercer Island, Redmond, Sammamish, Yarrow Point, Bear Creek (unincorporated)
 - **Snoqualmie Valley:** Carnation, Duvall, North Bend, Snoqualmie, Fall City (unincorporated)
 - **South King County:** Algona, Auburn, Burien, Des Moines, Federal Way, Kent, Newcastle, Normandy Park, Pacific, Renton, SeaTac, Tukwila, Fairwood (unincorporated), East Federal Way (unincorporated)
 - **Urban Unincorporated:** Skyway, White Center
 - **Southeast King County:** Black Diamond, Covington, Enumclaw, Maple Valley.
 - **Seattle Metro:** Vashon-Maury Island
 - **Seattle:** District 1
 - **Seattle:** District 2
 - **Seattle:** District 3
 - **Seattle:** District 4
 - **Seattle:** District 5
 - **Seattle:** District 6
 - **Seattle:** District 7

Rating Criteria: Applicant operates in King County.

2. What types of severe weather can your agency respond to? Select all that apply:
 - Cold/freezing temperatures
 - Heat
 - Extreme wind
 - Extreme rain and/or flooding
 - Snow
 - Poor Air Quality
 - Unusual weather events



Rating Criteria: Applicant identifies at least one severe weather event they will respond to.

3. Can you provide Operational Management including: Establishment of clear activation criteria and protocols for opening and closing shelters and/or service provision; coordination with local government agencies, emergency management authorities, and community partners to ensure effective response and resource allocation; and regular evaluation and improvement of shelter and/or service operations based on feedback, lessons learned, and changing community needs?
 - Yes
 - No

Rating Criteria: Applicant is able to provide Operational Management.

4. What services can your organization provide during severe weather activation? Select all that apply:
 - Basic Needs Provision – Obtaining and provision of supplies
 - Referral and Support Services – Outreach and connections to services
 - Shelter – Day shelter
 - Shelter – 24-hour congregate shelter
 - Shelter – 24-hour non-congregate shelter
 - Shelter – Overnight only congregate shelter
 - Shelter – Overnight only non-congregate shelter
 - Shelter – Provision of hotel vouchers

Rating Criteria: Agencies must be willing to provide at minimum one of Shelter, Basic Needs Provision, and/or Referral and Support Services.

5. What demographics(s) does your agency serve for severe weather response? Select all that apply:
 - Single Adults
 - Adult Couples
 - Families with children under the age of 18
 - Youth and Young Adults

Rating Criteria: Information gathering purposes only. Applicants are not required to increase the number of beds or to serve any specific demographics or populations.

6. Do you provide services for specific populations? Select all that apply:
 - People with pets



- People living in RVs
- People living in cars
- People with disabilities
- People with Limited English Proficiency (LEP)
- Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual (LGBTQIA) individuals
- Other:

Rating Criteria: Information gathering purposes only. Applicants are not required to increase the number of beds or to serve any specific demographics or populations.

VIII. RFQ Evaluation

All technically compliant RFQ submissions will be reviewed by a panel of internal evaluators. All items listed below are required to constitute a “technically compliant” RFQ submission. KCRHA reserves the right to waive immaterial defects or irregularities in any submittal and to contact applicants via phone/email if further clarification is needed. Additionally, KCRHA reserves the right to issue an RFQ approved/not approved determination based on the application submitted.

IX. How to Apply

i. Application Due Date

Completed applications are due by **March 10, 2025, at 11:59 PM PST.**

ii. Application Instructions

All applications and required documentation will be submitted through Salesforce. KCRHA advises completing the application several days prior to the deadline in case you encounter any technical issues. A completed application must include the following items. Incomplete applications will **not** be rated.

1. Answers to Application Questions in Salesforce
2. [Minimum Eligibility Documentation](#)
3. Financial Documentation
 - a. 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)
 - b. Most recent audit reports



- c. Most recent fiscal year-ending Form 990

iii. Salesforce Resources

Learn how to log into and navigate Salesforce with step-by-step instructions in the resources below:

- [Salesforce Training Video](#)
- [Step-by-Step Salesforce Training Guide](#)
- [KCRHA Grant Management Resource webpage](#)

iv. Application Link

https://kcrhagrants.my.site.com/fundingprograms/s/application/Application_c/Default

