



**KCRHA**

King County Regional Homelessness Authority

# **2025 Seattle Seasonal Shelter RFP**

Information Session

March 25, 2025

# Agenda

- Background
- Timeline
- Funding
- Eligibility Requirements
- Contracting Requirements
- Submission Instructions
- Selection Process
- Project Scope
- Rating Criteria
- Q&A



# Background

King County experiences extended periods of cold and wet weather from November to March. These conditions pose serious health risks, including illness and death.

People experiencing homelessness are particularly vulnerable, facing prolonged exposure without adequate shelter, clothing, or provisions. Severe weather increases the risk of hypothermia, heat-related illness, and respiratory issues, especially for those with underlying medical or mental health conditions. These factors heighten their vulnerability, making access to shelter and resources critical for survival.

# Timeline

Release Date	March 14, 2025
Information Session	March 25, 2025, at 12:00 PM PST
Last Day for Questions to <a href="mailto:RFP@kcrha.org">RFP@kcrha.org</a>	April 4, 2025, at 5:00 PM PST
Application Deadline	April 28, 2025, at 11:59 PM PST
Denial Notification*	Week of May 5, 2025
Appeals Due*	5 business dates after denial notification
Award Notification*	Week of May 12, 2025
Contract Development Begins*	Week of May 19, 2025
Contract Start Date*	June 2025

\*Dates are estimates and are subject to change



# Funding



City of Seattle Funds



Available funding of up to \$350,000



KCRHA plans to award one (1) agency

# Eligibility Requirements

Agencies are required to meet KCRHA's [Minimum Eligibility Requirements](#).

At least one of the following:

- Certificate of Incorporation
- Federal/State Registry Listing, or
- Authorizing Documents
- Certificate of Existence
- Employer Identification Number (EIN) Registration Confirmation from IRS
- Copy of Business License(s)
- KCRHA Certification of Non-Debarment and Suspension
- Proof of active System Award Management (SAM) registration and Unique Identity Number (UEI)
- Agencies are expected to adhere to current, appropriate COVID-19 safety guidelines and protocols as outlined by [Seattle King County Public Health](#).
- For non-profits only: Unique Entity ID (UEI) and Federal System for Award Management (SAM) registration in good standing.



# Financial Documentation

- 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 reports
- Most recent fiscal year-ending Form 990
- Proof of Federal System for Award Management (SAM) registration in good standing



# Contracting Requirements

Any contract resulting from this RFP will be between KCRHA and applicant organizations.

Contracts will include requirements and details for:

- Data collection and reporting will be required and KCRHA will provide technical assistance. Data collection will include, but not limited to:
  - Performance Commitments
  - Participate in HMIS data collection to track and improve services.
  - Good Neighbor Agreement
  - Develop a safety plan for fires and other emergencies.

\*Additional contracting requirements can be found in the full application. Contracting requirements will be discussed during contract negotiations.





# Project Scope

The seasonal congregate shelter will offer safe, secure, and dignified accommodations. Core program components include intake and assessment, warm meals, shelter, access to basic hygiene supplies and facilities.

Ensure a welcoming, trauma-informed, and culturally responsive space, providing person-centered care and equitable support for diverse populations.



# Project Scope - Key Responsibilities

## Key Responsibilities

- Site Development: Have a shelter location identified and secured; with community engagement (minimum requirement).
- Service Delivery: Ensure staffing, including overnight coverage (7:00 PM – 7:00 AM).
- Client-Centered Care: Operate under a low-barrier, housing-first model with harm reduction & trauma-informed practices.
- Facility Operations: Maintain a safe, clean, and compliant shelter, manage intake/discharge, and engage with the community.
- Data & Reporting: Track client engagement and outcomes using HMIS.
- Collaboration: Coordinate with local service providers and stakeholders to support clients.



# Project Requirements

- Site must be identified and secured when applying
  - Upload proof of site in Salesforce (lease, letter, etc.)
  - Agencies must provide services in the Seattle City Council District 5 (Bitter Lake, Haller Lake, Pinehurst, Lake City, Broadview, Blue Ridge, Licton Springs, North Beach, Crown Hill, Greenwood, Maple Leaf, Northgate, and Meadowbrook).
- Training: HMIS Data Entry and Compliance -- Proper data entry, privacy compliance, and reporting requirements for the Homeless Management Information System.



# Allowable Costs

## ○ Allowable Costs

- Staff (frontline and administrative staff)
- Supportive Services associated with severe weather events (case management, housing search, employment assistance)
- Supplies (blankets, sleeping bags, warm clothing, and personal hygiene items)
- Hot meals, snacks, and beverages to address immediate nutritional needs.

## ○ Unallowable Costs

- 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.



# Selection Process



## Eligibility screening to verify that:

The application is complete including a response to all questions,  
All minimum eligibility documents have been submitted, and  
The application is submitted on time.



## External review panel of subject matter experts will review the applications, and score based upon the scoring criteria in the RFP.

Agencies must demonstrate the capacity to meet all program and minimum eligibility requirements.

Agencies with a score of less than 70 (out of 100) will not be considered eligible.

Agencies must respond expeditiously to any clarifying questions or document requests. Failure to respond in a timely manner may result in agencies being deemed non-responsive and will not be considered.

# Rating Criteria



**AGENCY EXPERIENCE AND PROPOSED APPROACH (45 points)**



**STAFFING (25 points)**



**RACIAL EQUITY & SOCIAL JUSTICE (15 points)**



**DATA & FISCAL MANAGEMENT (10 points)**



**BUDGET (5 points)**

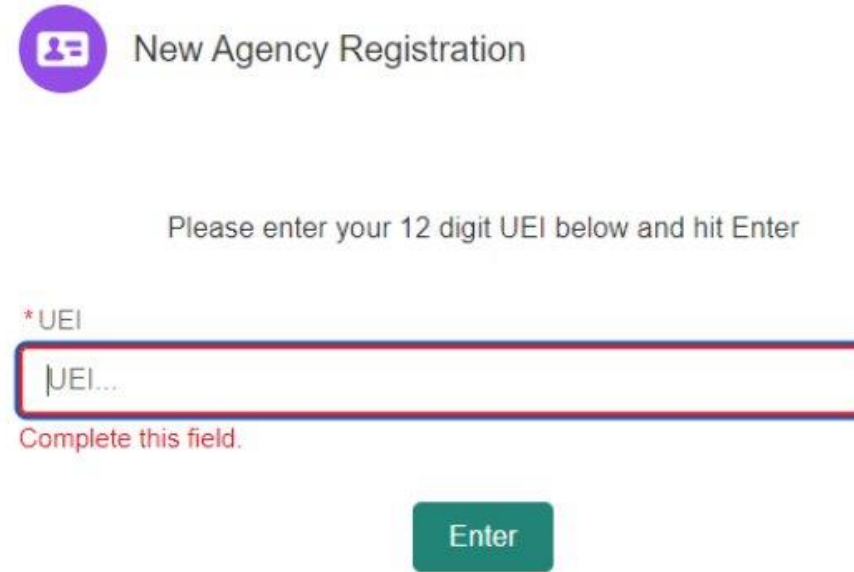


**The rating criteria for each section is listed in the full RFP application.**



# Submission Instructions - Salesforce

- Salesforce is our grants and contracts management system which will simplify contracting, invoicing, reporting and the RFP process for service providers.
- **All providers/applicants must register and create an account**
- <https://kcrhagrants.my.site.com/fundingprograms>



New Agency Registration

Please enter your 12 digit UEI below and hit Enter

\*UEI

UEI...

Complete this field.

Enter



# Salesforce

## How to log in

- Log in to [new grants management portal](#)
- For your first time logging in, reset password

## How to reset password

- After navigating to the login screen, select the 'forgot password' option.
- Check the email account associated with your username.
- To report bugs or other issues you encounter in the system use the [Intake Request Form](#)



Log In to Your Account

**Sign In**

[Forgot your password?](#)

**PASSWORD RESET**

To reset your password, we'll need your username. We'll send password reset instructions to the email address associated with your account.

**Reset Password**

[Cancel](#)



# Salesforce

- Application Review
- For more information
  - <https://kcrha.org/resources/grants-management-resources/>
    - In-depth System Guide
    - Training Videos
    - Book [Troubleshooting Sessions](#)
      - Best way to get support for Salesforce



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My Account

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APPLY FOR NEW FUNDING OPPORTUNITY




# For More Information

- Email Procurement Team at [RFP@KCRHA.org](mailto:RFP@KCRHA.org)
  - Do not reach out to other staff about this funding opportunity.
  - Last day for questions: April 4, 2025, at 5:00 PM PST
- KCRHA's [Funding Opportunities](#) webpage

Notice of Funding Availability (NOFA) 

Requests for Proposals 

RFP Questions & Answers 

Funding Awards 

Budget Detail Forms – Required for All Proposals 

Minimum Eligibility Requirements 

Procurement Policy & Appeals Process 

Proprietary & Confidential Information Form 





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King County Regional Homelessness Authority

**Questions?**



**KCRHA**  
King County Regional Homelessness Authority

**Thank you.**

[RFP@kcrha.org](mailto:RFP@kcrha.org)