



# **2025**

## **Seattle Non-Congregate Shelter Request for Proposal**

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# I. Introduction

The 2025 Seattle Non-Congregate Shelter Request for Proposals (RFP) is seeking applications from qualified agencies interested in providing one to two non-congregate low-barrier ADA accessible shelter(s) in Seattle for people with complex needs experiencing unsheltered homelessness.

The intent of the 2025 Seattle Non-Congregate Shelter RFP is to establish one to two **new** non-congregate low barrier ADA accessible shelter(s), also referred to as “the shelter” in this RFP, with a target population of people experiencing unsheltered homelessness with complex needs. The shelter will be open 24/7 and provide a model of indoor emergency shelter that accommodates the unique needs of people experiencing unsheltered homelessness. It is estimated that the number of units possible with this funding could range from 48-122.

This funding opportunity is open to proposals from non-profit, for-profit, and faith-based organizations throughout King County. KCRHA seeks to partner with applicants who can demonstrate how their services incorporate direction, authentic partnership, and feedback from people with lived experience of homelessness. **KCRHA expects to award up to \$5,878,000 to one to two agencies, and two sites at maximum will be selected.**

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 fulfill the following responsibilities:

- **Site Development:** Preference will be given to applicants with a site located and prepared for the operation of a non-congregate shelter, but an identified site is not a requirement.
- **Service Delivery:** The provider must deliver staffing 24/7 to ensure consistent supervision and support.
- **Client-Centered Care:** All services must align with a low-barrier, housing-first model that prioritizes harm reduction and trauma-informed practices.
- **Data Management and Reporting:** The provider must maintain accurate records of client engagement and program outcomes.
- **Collaboration and Partnerships:** The provider will coordinate with local service providers, healthcare agencies, and other stakeholders to ensure comprehensive support for clients.

**The deadline for submitting a completed RFP is April 16, 2025, at 11:59 PM PST.**



## II. Funding

The following is the fund source and budget supporting this project:

<b>Fund Source</b>	City of Seattle
<b>Remainder of Calendar Year 2025</b>	\$3,200,000.00
<b>Calendar Year 2026</b>	\$2,678,000.00
<b>Total</b>	<b>\$5,878,000.00</b>

Operational costs for non-congregate micromodule buildings range from a low of \$22,000 to a high of \$56,000 per unit, with an average per unit cost of \$35,000. Master leasing an apartment building for shelter could cost around \$45,000 a unit, including all services. The number of units possible with this funding ranges from 48-122, with 77 being the number of units available using the average cost of \$35,000 per unit for non-congregate micromodule buildings.

## III. Info Session & Timeline

Information Sessions will be held to review the RFP requirements and answer questions, and details can be found in the table below. Please contact the Procurement Lead for accommodation requests at [RFP@kcrha.org](mailto:RFP@kcrha.org).

Questions submitted outside of the Information Sessions should be submitted to the Procurement Lead via email at [RFP@KCRHA.org](mailto:RFP@KCRHA.org); agencies will receive a response via email. The final day to ask questions related to this funding opportunity is April 9, 2025, at 5:00PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants. Questions and answers elicited during the Information Session, submitted via email, and otherwise answered by the Procurement Lead, will be posted online at: <https://kcrha.org/resources/funding-opportunities/>.

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 'RFP Questions & Answers.' KCRHA reserves the right to reopen any funding opportunity if needed.

Action	Date
RFP Released	March 6, 2025
Information Session Webinar <i>Participation is highly suggested but not required</i>	March 7, 2025, 12:00 PM PST <a href="#">Register Here</a>



	March 12, 2025, 12:00 PM PST <a href="#">Register Here</a>
Last Day to Submit Questions to <a href="mailto:RFP@kcrha.org">RFP@kcrha.org</a>	April 9, 2025, 5:00 PM PST <i>Q&amp;A will be available on <a href="#">KCRHA website</a> under "RFP Questions &amp; Answers" drop-down menu</i>
RFP Deadline	April 16, 2025, 11:59 PM PST
Denial Notification	May 12, 2025
Appeals Due	May 19, 2025
Award Notification	May 19, 2025
Estimated Contract Start Date	June 1, 2025

## IV. Scope of Work

### Overview

The provider will be responsible for maintaining the site, completing any necessary site improvements (potentially utilizing a sub-recipient to complete this work), and operating and managing the non-congregate shelter program, ensuring it effectively serves high-acuity clients experiencing homelessness. This includes establishing and maintaining a safe, supportive environment with private accommodations that address the unique needs of individuals with significant medical conditions, behavioral health challenges, or other complex vulnerabilities. The provider will offer a range of client-centered services designed to promote stability and long-term housing success. **This RFP is to establish one to two new non-congregate shelters and funding is not for operating existing non-congregate shelter(s).**

Successful proposals will demonstrate the capability of delivering integrated services effectively and efficiently. The sections below contain program specifics, requirements, and provider responsibilities.

### Site Operation

The shelter must be located within Seattle. Competitive bids will have a plan to prepare a site for the operation of the non-congregate shelter. This plan must include community engagement and establishment of a good neighbor agreement with shelter neighbors. Upon receiving the award letter, the shelter provider must immediately engage with the Seattle Department of Construction and Inspections (SDCI) to efficiently prepare the site. Refer to SDCI Tip136 if the non-congregate shelter is a "transitional encampment" as defined by SDCI (all tiny house or micro modular villages). Proposals without a location will be considered, and preference will be



given to applicants with a site located and prepared for the operation of a non-congregate shelter.

The timeline and budget for this procurement precludes any new capital projects. The shelter must be non-congregate and can be a non-congregate single building, non-congregate micromodule buildings, or a combination of both. If micromodule buildings, the shelter should be insulated, ventilated, secure, and connected to utilities, with individual unit-controlled cooling and heating. Competitive proposals include individual or communal kitchen areas, pet accommodations, showers, laundry, and restrooms.

## Service Delivery

The provider must deliver 24/7 staffing to ensure consistent supervision and support. On-site case management should be offered to address clients' immediate and long-term needs, including connection to essential services such as healthcare, behavioral health treatment, substance use support, and housing navigation. Client-to-staff ratio should meet the best practice ratio of 15:1.

The shelter design must fulfill the basic needs of a shelter, including hygiene, food and meals, secure and accessible storage, and supportive services/case management. The shelter must have low barriers to entry, allowing clients to enter and exit the shelter 24 hours per day as desired and to bring partners, pets, and possessions. The shelter's primary focus will be working with individuals to move into stable housing. The shelter will provide assertive and persistent engagement through case managers. The primary goal of case managers will be to connect guests to housing resources as rapidly as possible. On-site behavioral health and substance use counseling must also be available to guests.

All services must align with a low-barrier, housing-first model that prioritizes harm reduction and trauma-informed practices. The provider must ensure the program is accessible and welcoming, reducing barriers to entry and centering client choice throughout their stay.

### Required Training

- **Trauma-Informed Care** (Annually) – Understanding the impact of trauma and integrating trauma-sensitive practices into service delivery.
- **De-Escalation and Crisis Intervention** (Biannually) – Techniques to manage conflicts and support individuals in crisis while maintaining a safe environment.
- **Harm Reduction Strategies** (Annually) – Approaches to minimize risks associated with substance use and other behaviors without requiring abstinence.



- **Housing First Principles** (Annually) – Best practices for supporting clients in securing and maintaining stable housing without preconditions.
- **HMIS Data Entry and Compliance** (As needed, at least annually) – Proper data entry, privacy compliance, and reporting requirements for the Homeless Management Information System.
- **Cultural Competency and Anti-Racism** (Annually) – Ensuring equitable and inclusive service delivery for diverse populations, including LGBTQ+ individuals, racial and ethnic minorities, and people with disabilities.
- **First Aid, CPR, and Naloxone Administration** (Biannually) – Emergency response training, including overdose prevention and reversal techniques.
- **Motivational Interviewing** – Client-centered communication techniques to enhance engagement and support behavior change.
- **Assertive Engagement and Case Management Best Practices** – Strategies for building trust and supporting individuals with complex needs.
- **Mental Health First Aid** – Identifying and responding to mental health crises.
- **Domestic Violence and Trauma-Informed** – Recognizing and responding to signs of domestic violence and providing appropriate referrals.

### Best Practices

Providers must implement evidence-based and trauma-informed approaches to effectively support high-acuity individuals experiencing homelessness. Key best practices include:

- **Housing First:** A low-barrier approach that prioritizes providing stable housing without preconditions, followed by supportive services to address individual needs. Learn more about [Housing First](#).
- **Harm Reduction:** Strategies that minimize risks associated with substance use and other behaviors while promoting safety and well-being. [See guidance from the National Harm Reduction Coalition](#).
- **Trauma-Informed Care:** A framework that recognizes the impact of trauma and integrates safety, choice, and empowerment into service delivery.
- **Person-Centered and Strengths-Based Approaches:** Tailoring services to everyone's needs, strengths, and goals to enhance engagement and long-term stability.
- **Culturally Responsive Services:** Ensuring programs are equitable, inclusive, and accessible to diverse populations, including racial and ethnic minorities, LGBTQ+ individuals, and people with disabilities.
- **Effective Case Management:** Utilizing best practices in case management, including motivational interviewing and assertive engagement.



- **Data-Driven Decision-Making:** Using HMIS and other data sources to track outcomes, measure program effectiveness, and continuously improve service delivery.

## Data Management and Reporting

The provider must maintain accurate records of client engagement and program outcomes. This includes entering and updating client data in the Homeless Management Information System (HMIS) to ensure comprehensive tracking of service utilization and progress. Regular reporting to the contracting agency is required, capturing key metrics on service delivery, client progress, and overall program effectiveness. Below are the expected performance standards for this program type:

Minimum Performance Standards					
Program Type	Core Outcomes			Entries from Homelessness	Utilization Rate
	Exit Rate to PH	Length of Stay	Return Rate to Homelessness		
Enhanced Emergency Shelter	40%	90 days Singles	10% Singles	90%	85%

Target Performance Standards					
Program Type	Core Outcomes			Entries from Homelessness	Utilization Rate
	Exit Rate to PH	Length of Stay	Return Rate to Homelessness		
Enhanced Emergency Shelter	50%	30 days Singles	8% Singles	90%	95%





## Collaboration and Partnerships

The provider will coordinate with local service providers, healthcare agencies, and other stakeholders to ensure comprehensive support for clients. This includes fostering partnerships to enhance access to community resources and promoting successful transitions to permanent housing. A portion of the new units created through this funding are reserved for unsheltered people in high impact areas that have substantial encampments as substantiated by Unified Care Team data. The provider must have Coordinated Entry (CE) assessors and actively participate in the Coordinated Entry system to ensure clients are effectively connected to appropriate housing and services.

## V. Allowable Costs

The following categories list typical allowable and unallowable costs. This is not an exhaustive list; for more detailed information or to ask any questions please email the Procurement Lead at [RFP@kcrha.org](mailto:RFP@kcrha.org).

### Allowable Costs

- Salaries, Wages, and Fringe Benefits
- Other Operating Costs, including:
  - Office Supplies, only supplies and materials that are to be used in the office
  - Examples: Office stationery, forms and small items of equipment (value under \$5,000 per item, except computers and software)
  - Operating Supplies (Examples: Cleaning supplies such as detergents, disinfectants, and paper towels, and safety equipment)
- Subcontracts/Subawards
  - Other Professional Services (Examples: Janitorial services, protective services, and other professional services)
- Public Utility Services
- Travel
- Administrative Costs
- Capital Outlays associated with preparing the site for the operation of the non-congregate shelter, including:
  - Necessary site improvements and basic equipment integral to the building(s) such as:
    - Lighting fixtures
    - Water heaters



- Plumbing
  - Individually controlled heating/cooling units or systems
- **Note:** All such costs must be identified in the detailed budget.
- Costs associated with prevailing wage/bidding requirements based on the proposal.
- Indirect Costs (*Agencies may elect to use a federally negotiated rate or actual indirect cost rate*)
  - If using a federally negotiated rate, supporting documentation must be provided.

## Unallowable Costs

- Computers and Software
- Any costs not associated with establishing and running a non-congregate low-barrier shelter in Seattle.

# VI. Application Questions & Rating Criteria

The following is a list of application questions and corresponding rating criteria that will be used to evaluate and score each question. These questions will be answered and submitted via Salesforce along with any other requirements outlined in this document.

Applications will be scored with a total of 100 possible points. Applications scored less than 70 points will not be considered.

## Site Operations (20 Points)

1. Does your agency have a proposed site location and what steps has your agency taken to set up and prepare for a non-congregate shelter? If your agency does not have a site located, please specify. **(10 Points)**

*Rating Criteria:* The shelter must be located within Seattle. Agency has planned for a site for the operation of the non-congregate shelter. Preference is given to agencies that have located a site. Agencies that have a site must provide documentation to prove the site's existence, viability, and availability.

2. Do you have a safety plan for fires and other emergencies, and how is the plan shared with staff?



If your agency has a site located, does site planning include planning for emergencies, such as fire? Has the Seattle Fire Department been consulted regarding developing the site to mitigate fire or other emergency risks? **(10 Points)**

*Rating Criteria:* Applicant provides detail about the safety plans for fires and other emergencies, and provided specific examples of how the plan is communicated to staff.

## Service Delivery (35 Points)

3. What is your program's current or proposed service model, and what changes have/would you make to develop and/or operate this program? How does your current/proposed service model lead to exits to permanent housing or overcome barriers to service engagement? **(20 Points)**

*Rating Criteria:* Applicant demonstrates experience and a logical plan to execute the shelter services. The plan described included shelter having low barrier to entry/exit, 24/7 staffing, and needed resources (food, hygiene, etc.) on site. Applicant describes how they utilize case management on site to ensure individuals receive resources needed including medical, behavioral health, and housing programs.

4. What is the anticipated number of people who will be served in your proposed model, and what would be the client-to-staff ratio? **(10 Points)**

*Rating Criteria:* Applicant details the anticipated number served, demonstrates capacity for single adults at the shelter, and proposes a client-to-staff ratio below 15:1. Applicant proposes a staffing model that includes 24/7 staffing and on-site case management.

5. How does/will your agency meet the training requirements? **(5 Points)**

*Rating Criteria:* Applicant provides detail on how they meet the training requirements. If applicant does not already meet the requirement, they have a detailed plan on how to meet the requirement within one year.

## Collaboration and Partnerships (10 Points)

6. What community engagement has your agency done/will do regarding this project, and does/will your agency have a good neighbor agreement in place? **(5 Points)**

*Rating Criteria:* Applicant has had robust community engagement including shelter neighbors, people with lived experience, and other relevant stakeholders. Applicant has a plan to initiate a good neighbor agreement with shelter neighbors.



7. Describe how you will partner with local service providers, healthcare agencies, and other stakeholders to ensure comprehensive support for clients. **(5 Points)**

*Rating Criteria:* Applicant clearly describes how and who they will partner with. Applicant's explanation includes how they will foster partnerships to enhance access to community resources and promote successful transitions to permanent housing. Applicants will have Coordinated Entry (CE) assessors and actively participate in the Coordinated Entry system.

## Racial Equity and Social Justice (20 Points)

8. How do you ensure that your program model is culturally appropriate and addresses disparities for BIPOC, LGBTQIA+ individuals, individuals with mobility limitations, and other historically underserved groups? **(10 Points)**

*Rating Criteria:* Applicant clearly describes how they identify and challenge behavioral health disparities through their work, and specific examples of existing policies and practices, or support that demonstrates a commitment to welcoming and supporting marginalized communities have been provided.

9. Are your program services and facilities ADA accessible for people with mobility limitations? **(5 Points)**

*Rating Criteria:* The applicant demonstrates that their facilities are up to code and accessible for people with mobility limitations, and specific examples of existing policies and practices that demonstrate a commitment to accessibility have been provided.

10. How does your program create a safe and inclusive environment for transgender and LGBTQIA+ individuals during shelter operations? Please describe, using past examples and outcomes. **(5 Points)**

*Rating Criteria:* The applicant demonstrates a strong commitment to inclusivity, with specific strategies to create a welcoming environment for transgender and LGBTQIA+ individuals.

## Data Management and Fiscal Systems (10 Points)

11. How, when, and what specific data do you collect data from participants, and how do you store data and ensure it is kept private and secure? **(5 Points)**

*Rating Criteria:* Applicant has experience collecting data and identifies the specific data sets and its frequency. Applicant has procedures in place to keep data private and secure.



12. Describe how your agency manages finances, including any financial systems you use. How does your agency make sure General Accepted Accounting Principles are in place to safeguard a funding award? If you do not have this ability, your agency must have an established agency acting as a fiscal sponsor and will need to provide a signed letter of agreement from your fiscal sponsor. **(5 Points)**

*Rating Criteria:* 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 the applicant lacks fiscal management capabilities, a signed letter of agreement stating an appropriate fiscal sponsor is attached.

## Budget (5 Points)

13. Complete the proposed Program and Personnel Budget and corresponding Budget Narrative which provides a line-by-line overview and explanation of your methodology of each budget line item requested. **(5 Points)**

*Rating Criteria:* Staff positions and qualifications are designed to meet the needs of its participants, and salaries are logical and fair. Budget inputs address all program needs. Applicant explains each budget item and its use clearly.

## VII. Contracting Requirements

Applicants must agree and adhere to the requirements outlined below to contract with KCRHA.

1. Minimum Eligibility Requirements
  - Agencies are required to meet the requirements found on [KCRHA's website](#).
  - Minimum Eligibility documentation must be uploaded and reviewed before contracting.
2. Financial Review
  - Agencies must upload the following financial documents to be reviewed:
    - 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
3. Performance Commitments



4. Data Collection, Evaluation, and Performance Measures
  - KCRHA will collaboratively establish and evaluate performance metrics with each grantee which will be incorporated into each Service Contract.
  - All funded agencies will participate in data collection through the King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming.
5. Good Neighbor Agreement
6. A safety plan for fires and other relevant emergencies.

## VIII. Contracting Terms

Please be advised that this request is subject to the availability of funding. Please note that any statements by the King County Regional Homelessness Authority, its employees, board members, or agents, including public announcements of the awardees or missives informing successful applicants of an award, do not constitute a guarantee of funds or an offer to contract. All obligations to perform or pay funds are contingent upon the execution of a written agreement signed by all required parties. A binding agreement is a fully executed contract that has been signed by authorized representatives of both the awardee and the agency. No email, award letter, or other communication shall be construed as creating a contractual obligation on the part of the agency.

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 the availability of funding.
3. Contractors will be required to 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 will be required to maintain books, records, documents, and other evidence directly related to the performance of the work following 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 a period of 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 have the capacity to protect and maintain all confidential information gained by reason of this contract against unauthorized use, access, disclosure, modification, or loss.

Please note that some projects may require compliance with prevailing wage and competitive bidding laws. Recipients of grant funds may be subject to RCW 39.12 Prevailing Wages if the project qualifies as a public work or meets other criteria requiring prevailing wages. If applicable, contractors and subcontractors must pay prevailing wages as determined by the Washington State Department of Labor & Industries (L&I). A Statement of Intent to Pay Prevailing Wages may be required before work begins, and an Affidavit of Wages Paid before final payment. Grant recipients should consult L&I or legal counsel to determine prevailing wage obligations and any competitive bidding requirements. The applicable prevailing wage rates are available at the L&I website: <https://www.lni.wa.gov>. Public works projects may also require competitive bidding to comply with relevant state and local laws.

## IX. How to Apply

### Application Due Date

Completed applications are due by **April 16, 2025, 11:59 PM PST**.

### Application Instructions

All applications and required documentation will be submitted through Salesforce. KCRHA advises completing the application several days before 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 Program Questions in Salesforce
2. Program and Personnel Budget Table
3. Budget Narrative
4. [Minimum Eligibility Documentation](#)
5. 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



## Appeal Process

An applicant may protest or appeal KCRHA's decision within five (5) business days of receiving written notification of an ineligible, incomplete, or unfunded proposal. Only appeals involving the following issues will be considered:

- Violation of policies outlined in this funding opportunity.
- Failure to adhere to guidelines or published criteria and/or procedures established in this funding opportunity.

See the [KCRHA Procurement Appeal Process](#) for more information including how to appeal.

## Salesforce Resources

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

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

## Application Link

[https://kcrhagrants.my.site.com/fundingprograms/s/application/Application\\_c/Default](https://kcrhagrants.my.site.com/fundingprograms/s/application/Application_c/Default)

