



2025 Seattle Non-Congregate Shelter RFP Questions & Answers

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Last day to submit questions to RFP@KCRHA.org is April 9, 2025.

Please note, the [2025 Seattle Non-Congregate Shelter RFP](#) was updated on March 18, 2025.

Where can I find the Information Session recording?

The Information Session has been posted to [KCRHA's YouTube Channel](#).
The slide deck from the Information Session can be found at [this link](#).

Is there allowance for the population to be age or population specific or must it be open entirely to single adults or adult couples?

Based on the funding, this program is designated for single adults and couples only.

Computers and software is listed as an unallowable cost, does this include software and hardware we use for security purposes and case management?

Software purchases under \$5,000 per item, case management data processing, and repairing security cameras are allowable costs. However, the purchase and installation of security cameras valued in excess of \$5,000 is deemed a non-allowable capital expenditure (increases value of the building and amortized over the life of the equipment). Please note, laptop purchases are not allowable costs.

Why are laptops an unallowable cost?

Due to the funding source laptops are unallowable.

The RFP states that if micromodule, the units must be connected to utilities, does this include running water?

Utility is in reference to electricity. A hygiene trailer that provides access to showers and bathrooms would fulfill that need. Competitive proposals include individual or communal kitchen areas, pet accommodations, showers, laundry, and restrooms.

There is a requirement for participants to be able to bring partner, does this include people not enrolled in the program? This may be a safety concern.

No, the provider should establish a policy for visitors who are not shelter participants.

If an agency applies to build two separate sites, should the agency supply one budget with both locations or two budgets (one for each location)?

One budget with each location delineated.

Can we combine required trainings into one session?

Yes, as long as staff receive the needed training.

What is the makeup of the rater panel?

Rater panels consist of community members with subject matter expertise and lived experience. KCRHA ensures the panel includes both subject matter and lived experts in every rater panel, and that the experts have relevant experience.

Staff or participants at agencies that apply for the funding process cannot be raters to ensure there is no conflict of interest.

Can we get clarity on the amount of capital costs allowed in the budget?

There is \$1.9 million available for start-up costs related to site infrastructure and permitting.

Updated March 17, 2025: The requirement for food, does this include having to provide 3 meals a day, or the ability for guests to make their own food?

The provider is expected to provide three meals a day and also allow clients to bring in their own food.

The minimum requirement is to provide one meal a day, allow clients to store their own meals, and connect clients to food resources upon request.

The RFP states, "The timeline and budget for this procurement precludes any new capital projects." Does this include micromodule units, aka tiny homes?

This precludes any new capital projects for permanent buildings. Micromodule, tiny home, projects are eligible, "The shelter must be non-congregate and can be a non-congregate single building, non-congregate micromodule buildings, or a combination of both."

Are these funds one-time, and will this contract be renewable beyond 2026?

Currently that is the expectation, but as always, it is contingent upon funding availability and is subject to change.



Will KCRHA provide support setting up on-site behavioral health and substance use counseling, or will the agency be expected to procure and secure these services independently?

Agencies are expected to provide or subcontract out these services.

Can I download a copy of the application and work on it offline?

The applications must be completed through Salesforce, however, all of the questions are located in the RFP in the section titled, "Application Questions & Rating Criteria."

Will KCRHA ever award a smaller budget for a project my agency applied for?

KCRHA will work with agencies during contract negotiations if awarded less than applied for.

Updated April 10, 2025 How should partners apply? If one agency provides programs and one provides the facility, who should submit the application? Should it be a joint application?

One agency must serve as the main applicant, with the partner agency as a subcontract. If there is an existing partnership with an executed contract between the two partners, the main applicant must supply a letter from the partner agency that clearly states partnership terms and responsibilities and commitment for the entire Seattle Non-Congregate Shelter performance period. If an existing partnership does not exist between the two partners, the main applicant must bid for a facility through a competitive bidding process if the procurement is valued at \$54,000 or more unless the procurement meets some other expectation (e.g., sole source).

If two agencies with an existing partnership apply to the RFP as co-applicants, one applicant must serve as the lead applicant. The lead applicant is responsible for submitting: (a) an executed contract evidencing the existing partnership between the entities, (b) a letter from the partner agency that clearly states partnership terms and responsibilities and commitment for the entire Seattle Non-Congregate Shelter performance period; and (c) all other required minimum qualifying documentation to contract with KCRHA for both entities. If funds are awarded to the co-applicants, the primary applicant will be responsible for contracting with the co-applicant (the designated sub-prime contractor) for completion of the subcontracted services.

Can unspent funds roll over to 2026?

KCRHA cannot guarantee funds can be rolled over into 2026. It would require the agreement of the funder and a contract amendment with KCRHA.

Updated April 10, 2025: Who will be nominating/ referring people for this program? Who will be making referrals? Will this shelter be required to take referrals from UCT?



KCRHA continues to work with the City of Seattle to determine the appropriate number of UCT referrals for this site and will update the Q&A when this is finalized.

All beds must be reserved for referrals from the Unified Care Team (UCT)

For proposals without an identified site, what would be helpful to provide in our application to demonstrate our readiness to take on this project?

Detail any preparations you are taking to set-up a non-congregate shelter program if a site is identified.

If my agency wanted to build a new shelter, would this cover construction/development?

New building construction is precluded due to the timeline and budget constraints of this particular RFP. The shelter can be non-congregate single building, non-congregate micromodule buildings or a combination of both. Note that the funding is for a new shelter program, not existing.

If there are major repairs to an existing building allowable costs?

The RFP allows for preparation of the site for the operation of the non-congregate shelter, including capital outlays associated with preparing the site for the operation. Per the RFP the shelter provider must engage with the Seattle Department of Construction and Inspections (SDCI). Inspection results may require major repairs that may be approved by KCRHA.

What are examples of how the funds can be used for single buildings?

The funds include \$3.2 million in 2025 (one-time) and \$2.678 million in 2026 (ongoing) to fund the start-up and operational costs for up to two new non-congregate shelters, such as tiny house villages (THVs), or net new beds at existing non-congregate shelters. An example of how funds can be used for a single building can include master leasing an apartment building.

If the funding is used for tiny home villages, the actual funding is for the development of the infrastructure and management of the villages and not for the cost of the tiny homes themselves, correct?

Yes, the intent of the 2025 Seattle Non-Congregate Shelter RFP is to establish one to two 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.



Capital Outlays costs associated with preparing the site for the operation of the non-congregate shelter are allowed including necessary site improvements and basic equipment integral to the building such as lighting fixtures, water heaters, plumbing, and individually controlled heating/cooling units or systems.

What is the geographic region for this RFP?

The shelter must be within Seattle.

Regarding the Year One budget, we will need to spend funds on construction and set-up costs for the tiny house village including the tiny houses, kitchen facilities, hygiene facilities, case management offices, security booth, setting up plumbing and electricity, etc. Are those one-time construction and site set-up costs eligible?

The RFP allows for preparation of the site for the operation of the non-congregate shelter, including capital outlays associated with preparing the site for the operation. Per the RFP the shelter provider must engage with the Seattle Department of Construction and Inspections (SDCI). Inspection results may require major repairs that may be approved by KCRHA.

If one time set-up construction and site set-up costs are not eligible, where will that funding come from?

There is \$1.9 million available for start-up costs related to site infrastructure and permitting.

The budget section of the application form only has tables for personnel; supplies, other services, and charges; and administrative costs. Section V of the RFP states that costs related to Capital Outlays must be identified in the detailed budget. Where should those budget numbers be listed?

One-time capital outlays should be included under Misc with a Capital Outlay Notation.

Example:

Capital Outlay - [Insert Cost]

Capital Outlay - [Insert Cost]

There are no narrative questions about site development and design. Would you like information? If so, where?

This information is relevant to Question 1 of the application, please submit this information there. "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."



Updated April 10, 2025 **If two organizations submit one application for a tiny house village, one to provide construction and site set-up and the other to provide site operations and services, can there be a separate contract for each organization?**

One agency must serve as the main applicant, with the partner agency as a subcontract. If there is an existing partnership with an executed contract between the two partners, the main applicant must supply a letter from the partner agency that clearly states partnership terms and responsibilities and commitment for the entire Seattle Non-Congregate Shelter performance period. If an existing partnership does not exist between the two partners, the main applicant must bid for a facility through a competitive bidding process if the procurement is valued at \$54,000 or more unless the procurement meets some other expectation (e.g., sole source).

Where two organizations apply as co-applicants, each applicant will be reviewed as part of the KCRHA RFP process. However, one applicant must serve as the lead applicant. The lead applicant is responsible for submitting: (a) letter from the co-applicant (sub-prime contractor) clearly stating the terms and responsibilities and commitment for the entire Seattle Non-Congregate Shelter performance period; and (c) all other required minimum qualifying documentation for both entities. Additionally, if funds are awarded to the co-applicants, the lead applicant will be responsible for contracting with the co-applicant (the designated sub-prime contractor) for the completion of the subcontracted services.

If two organizations are applying in one application, do you need the required documents and conflict of interest form from both organizations or just the lead organization?

If two agencies apply to the RFP as co-applicants, one applicant must serve as the lead applicant. The lead applicant is responsible for submitting the required documents and a conflict-of-interest form for both organizations. Upload only one combined PDF per widget in Salesforce.

If two organizations apply together in one application (one organization builds two tiny house villages, one for itself to operate as a shelter, and another for the other organization to operate separately) can the two organizations have separate contracts for operations for the two different sites?

If two agencies with an existing partnership apply to the RFP as co-applicants, one applicant must serve as the lead applicant. The lead applicant is responsible for submitting: (a) an executed contract evidencing the existing partnership between the entities, (b) a letter from the partner agency that clearly states partnership terms and responsibilities and commitment for the



entire Seattle Non-Congregate Shelter performance period; and (c) all other required minimum qualifying documentation to contract with KCRHA for both entities.

If an existing partnership does not exist and an applicant will need to subcontract a portion of the work to a third party, the applicant must indicate this in the application. Additionally, the applicant will be required to conduct a competitive bidding process to identify a subcontractor to complete the work if the procurement is valued at \$54,000 or more, unless the procurement meets some other exception. (e.g., sole source).

