



2025 Seattle and King County Severe Weather Request for Proposal

May 13, 2025

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I. Introduction

The Seattle King County Severe Weather Response Request for Proposal (RFP) seeks applications from qualified agencies interested in providing severe weather services and supplies for youth and young adults, single adults (18+), couples, and/or families experiencing homelessness throughout King County.

The intent of the Seattle King County Severe Weather Response RFP is to identify multiple agencies to provide emergency shelter and support services for individuals experiencing unsheltered homelessness during severe weather conditions, including extreme cold, excessive heat, and poor air quality. Given the region's climate variations, flexible activation based on local weather conditions is essential.

Awarded agencies must communicate their severe weather thresholds to KCRHA before executing a contract and are expected to activate within 24 to 72 hours' notice, in accordance with the agreed-upon thresholds. Services must be ready for activation by July 1, 2025 (if providing extreme heat or air quality services) or November 15, 2025 (if providing winter services).

This project will provide a safe and dignified environment where unhoused adults can find respite from harsh weather conditions, avoiding exposure to cold, rain, snow, excessive heat, and poor air quality. It will also supply essential survival items during inclement weather and while staying in severe weather shelters. KCRHA expects the program to be person-centered, equitable, and inclusive, ensuring better outcomes for all individuals.

This funding opportunity is open to proposals from nonprofit and faith-based organizations that serve residents in Seattle and/or King County. To be eligible for this opportunity, applicants must have been previously approved through the *2025 Severe Weather Request for Qualifications* (RFQ) process. Only those applicants who met the minimum qualifications and were approved during the RFQ process are eligible to apply for funding under this opportunity. The KCRHA expects to award up to \$517,142 to multiple agencies through this funding opportunity. KCRHA anticipates approximately \$45,000 in additional funding from East King County is likely to become available, but will only be obligated if/when funds are appropriated and approved. These amounts are subject to change. All awarded funds must be fully spent by December 31, 2025.

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. Preference will be given to those who best serve vulnerable populations and



propose to expand the number of severe weather beds or bed nights available during severe weather events.

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 funding organizations that demonstrate strong alignment with the following goals, based on the program area(s) for which they are applying:

- Propose to expand the number of severe weather beds or bed nights
- Provide low-barrier, safe, and dignified shelter options that prioritize accessibility and stability for all populations
- Offer essential basic needs such as meals, hygiene supplies, weather-appropriate gear, and access to clean water
- Connect individuals to supportive services and resources, such as housing assistance, healthcare, behavioral health care, and transportation
- Demonstrate an understanding of severe weather response needs, including the specific challenges faced by people experiencing unsheltered homelessness
- Deliver services grounded in Housing First, Trauma-Informed Care, and holistic support models that promote long-term stability
- Prioritize equity for Black, Indigenous, and People of Color (BIPOC), LGBTQ+ individuals, and people with disabilities through culturally responsive and trauma-informed care
- Maintain sufficient, trained staffing to support shelter operations and ensure guest safety, support, and connection to services
- Engage in data collection, evaluation, and ongoing coordination with local systems to strengthen housing outcomes and service quality

The deadline for submitting a completed RFP is June 3, 2025, at 11:59 PM PST.



II. Fund Source

The following fund sources are supporting this project:

Fund Source(s)	Amount	FY/CY
King County	\$263,000	7/1/2025 - 12/31/2025*
City of Seattle	\$254,142	7/1/2025 - 12/31/2025*
East King County	Approximately \$45,000**	7/1/2025 - 12/31/2025*

*All awarded funds must be fully spent by December 31, 2025.

**Funding will only be obligated if/when funds are appropriated and approved. Amount is subject to change.

III. Info Session & Timeline

An Information Session will be held to review the RFP requirements and answer questions. Information Session details can be found in the table below.

Questions submitted outside of the Information Session should be submitted to the Procurement Lead 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 May 27, 2025, at 5:00 PM 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/>.

Below is an expected timeline for this funding opportunity:

Action	Date
RFP Released	May 13, 2025
Information Session Webinar** <i>Participation is highly suggested but not required</i>	May 20, 2025, at 12:00 PM PST Webinar Link: Join the meeting now
Last Day to Submit Questions to RFP@kcrha.org	May 27, 2025, at 5:00 PM PST <i>Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu*</i>
RFP Deadline	June 3, 2025, at 11:59 PM PST***
Denial Notification	Week of June 9, 2025



Appeals Due	June 16, 2025
Award Notification	Week of June 23, 2025
Estimated Contract Start Date	July 2025
*	<i>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.'</i>
**	<i>Please contact the Procurement Lead for accommodation requests at RFP@kcrha.org.</i>
***	<i>KCRHA reserves the right to reopen any funding opportunity if needed.</i>

IV. Scope of Work

The selected provider(s) will support individuals experiencing homelessness in Seattle and King County through services offered under one or more of the following program areas: shelter, basic needs provision, and/or referral and support services. Providers are encouraged to submit proposals aligned with their organizational capacity and expertise, covering one or more program areas. Each program area addresses a critical component of the region's emergency response system, particularly during severe weather events such as extreme cold, heat, or hazardous air quality due to wildfire smoke.

Agencies must demonstrate the ability to provide Operational Management and **at least one** of the listed program areas: Shelter Services, Basic Needs Provision, or Referral & Support Services.

Below are program areas that are covered by this funding opportunity:

Operational Management

Agencies must establish and maintain clear procedures for severe weather response, including:

- Develop protocols for opening and closing shelters or service provisions based on severe weather conditions.
- Work with local government agencies, emergency management, and community partners to ensure effective resource allocation.
- Conduct regular assessments of shelter/service operations based on feedback and evolving community needs.

Program Area 1 - Shelter Services

- Activate temporary emergency shelter within 24 – 72 hours of Severe Weather Activation, in compliance with the [Severe Weather Policy](#). Shelter options may include



congregate, non-congregate, or hotel/motel-based shelters, depending on capacity and need.

- Provide safe, low-barrier accommodations for unhoused individuals to protect them from extreme cold, heat, or unhealthy air conditions. Shelters must include climate-controlled spaces, access to hygiene facilities, and seasonally appropriate meals.
- Ensure comprehensive shelter operations, including trained staffing, guest intake and assessment, on-site coordination, storage, transportation, sanitation, and food provision to support a stable and dignified shelter experience.
- Staff must be trained in First Aid, crisis prevention, de-escalation, trauma-informed care, and culturally responsive practices to ensure guest safety, emotional support, and equitable service delivery.
- Maintain coordination with local agencies to support wraparound services, transportation, and referrals, and to help guests navigate complex systems during weather emergencies.
- Collect and report program data to support compliance, evaluate performance, and drive continuous improvement based on best practices in emergency shelter management.
- Hotel/Motel Option: Distribute hotel vouchers as needed to provide safe, temporary lodging for individuals and families during severe weather events.
- Safe Parking Option: Where feasible, allow vehicle residents to park their vehicles on site during severe weather events

Program Area 2 - Basic Needs Provision

- Procure and distribute essential supplies to unsheltered individuals affected by severe weather.
- Provide weather-appropriate items, such as blankets, clothing, cooling supplies, smoke protection gear, and other emergency provisions.
- Distribute hygiene kits and sanitation supplies, including bottled water, soap, hand sanitizer, and other personal care items.
- Offer hot meals, snacks, and beverages to meet immediate nutritional needs.
- Ensure access to hygiene facilities, including showers, restrooms, and other basic amenities for individuals seeking shelter or support.

Program Area 3 - Referral & Support Services

- Connect individuals to supportive services that promote long-term stability, including housing assistance, healthcare, behavioral health support, and substance use treatment.



- Establish and maintain partnerships with service providers across housing, healthcare, and behavioral health systems to ensure coordinated care.
- Provide trained staff or volunteers to offer information, make referrals, and provide emotional support to shelter guests.
- Coordinate transportation to help individuals access shelter, appointments, and essential services.

Additionally, applicants who intend to provide shelter services must demonstrate the ability to adhere to the minimum infrastructure requirements listed in the [KCRHA General Severe Weather Shelter Infrastructure Considerations](#).

V. Allowable Costs

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

Allowable Costs

1. Salaries, Wages, and Fringe Benefits for shelter operations
 - Includes hazard and holiday pay
2. Indirect Costs
 - May use a federally negotiated rate or actual indirect cost rate (supporting documentation required)
3. Administrative Costs
4. Operating Costs, including:
 - Office Supplies (e.g., stationery, forms, small equipment under \$5,000, excluding computers and software)
 - Operating Supplies (e.g., cleaning supplies, detergents, disinfectants, paper towels, safety equipment)
 - Professional Services (e.g., janitorial, protective services)
5. Public Utility Services
6. Travel Expenses
7. Hotel/Motel Expenses
 - For households, no suitable shelter bed is available during housing search
8. Seasonally appropriate food and beverages
 - Meals, snacks, and beverages for clients
9. Facility Costs



- Family and/or single adult congregate or non-congregate shelter space
- Client Assistance (Severe Weather Events)
- Hotel/Motel vouchers for staff unable to travel home

10. Supportive Services (Severe Weather Events)

- Case management
- Employment assistance
- Housing search and counseling services
- Outpatient health services (e.g., mobile medical)
- Client transportation to shelters or hotels/motels

11. Severe Weather Supplies

- Items providing warmth, cooling, smoke protection, or other extreme weather protection items

Unallowable Costs

- Construction costs
- Computers and Software
- Capital Outlays
- Retailer or merchant gift cards, vouchers, or certificates that can be exchanged for cash or that allow the recipient to purchase alcohol or tobacco products.
- Any expenses that are not directly related to severe weather response (including the provision of shelter services during extreme weather events) or that do not align with the funding guidelines and objectives.

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.

Proposed Program (55 Points)

1. Operational Management is a requirement for this procurement. (15 Points)

Please explain how your agency can meet these requirements, 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;
- Regular evaluation and improvement of shelter and/or service operations based on feedback, lessons learned, and changing community needs?

Rating Criteria: The Applicant clearly outlines activation criteria and protocols for opening/closing shelters or providing services. Demonstrates strong coordination with local agencies, emergency management, and community partners. The agency has a structured process for regular evaluation and continuous improvement based on feedback and evolving community needs. *Note: If you are unable to provide Operational Management, you are not eligible for this procurement, as operational management is a minimum requirement in addition to at least one program area.*

2. What program area(s) are you applying for? Select all that apply:

- Program Area 1: Shelter Services
- Program Area 2: Basic Needs Provision
- Program Area 3: Referral and Support Services

Rating Criteria: Agencies may select multiple program areas but must select one at minimum. This question is for information purposes only and will not be scored.

3. If you are applying for shelter services, does your proposal increase the overall capacity (beds/bed-nights) of Seattle or King County during severe weather events? ☐Yes ☐No, or ☐N/A. In your response, include your plan to increase the overall capacity. **(5 Bonus Points)**

Rating Criteria: The applicant provides a comprehensive and realistic plan with specific, measurable increases in capacity; includes timelines, staffing, and coordination with other providers or jurisdictions.

4. If you are applying to Program Area 1: Shelter Services, please refer to the [General Severe Weather Shelter Considerations](#) document and describe the site specifications, including size, amenities, onsite parking availability for staff and guests, etc. and any other relevant site features. *Note: Only applicants applying to the Shelter Services program area should respond to this question.*



Rating Criteria: This question will not be scored and is for informational purposes only. However, applicants that propose to provide shelter services should align with the criteria in the [General Severe Weather Shelter Considerations](#). The applicant clearly includes detailed site specifications, such as size, amenities, parking availability, and relevant features, demonstrating suitability for severe weather shelter operations.

5. In what geographic region(s) can you provide severe weather response services? **(10 Points)** *Note: The following areas are listed in order of priority: D6, D1, D3, D2, D4, D5, D7. South King County, East King County, Unincorporated King County, Snoqualmie Valley, North King County, Southeast King County. Select all that apply:*
- **North King County:** Bothell, Kenmore, Lake Forest Park, Shoreline, Woodinville
 - **Bellevue**
 - **Redmond**
 - **Kirkland**
 - **Other East King County:** Beaux Arts Village, Clyde Hill, Hunts Point, Issaquah, Medina, Mercer Island, 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: The applicant clearly provides severe weather response services across multiple regions, ensuring broad accessibility. *Note: Preference will be given to applicants that propose to serve priority areas and/or provide services across multiple regions.*



6. 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: This question will not be scored as it is for information purposes only.

Agencies may select multiple program areas but must select one at a minimum.

Note: Services must be ready to activate by **July 1, 2025** (for extreme heat or air quality services) or **November 15, 2025** (for winter services).

7. What is your agency's proposed service model for this program? Please describe how it provides shelter, supplies, and/or services to individuals experiencing homelessness. Include how your model supports safe, low-barrier, and trauma-informed care, and/or addresses basic needs (such as meals, hygiene, and rest), and/or offers referral and support services as applicable; and aligns with Housing First principles and best practices. **(25 Points)**

Rating Criteria: The response clearly describes a well-rounded service model that provides safe, warm, low-barrier, and trauma-informed shelter, and/or access to basic needs (meals, hygiene, rest), and/or offers appropriate referral and support services, and strongly aligns with Housing First principles and best practices. The model reflects a strong understanding of the needs of people experiencing homelessness.

8. How will your agency assess the effectiveness of your shelter and/or service operations and demonstrate that you can meet the expected performance commitments? What metrics will you use to track success, and how will you incorporate feedback, including input from people with lived experience? **(5 Points)**

Rating Criteria: Applicant lists the metrics they will use to determine achievements of the performance commitments and provides specific examples of existing policies and practices that demonstrate a commitment to including people with lived experience in decision making.



Staffing (15 Points)

9. Describe the staff who will have a significant role in designing, delivering, and evaluating each program area to which you're applying. **(5 points)**
- What experience or qualifications do they have?
 - How do you ensure that staff have the required training and education?
 - What type of supervision do they receive?

Rating Criteria: Applicant describes staff positions and qualifications and provides specific examples of how positions are designed to meet the needs of residents and meet state and federal requirements.

10. What is the anticipated number of people who will be served in your proposed model? If you are providing shelter, please include the expected client-to-staff ratio. **(10 Points)**

Rating Criteria: Applicant provides detail about the anticipated number of people served and is able to serve. For applicants proposing shelter services the client-to-staff ratio is logical and equal to or less than 20 clients per staff member.

Racial Equity & Social Justice (15 Points)

11. How does your proposed program actively work to support BIPOC communities and/or other communities that have experienced systemic oppression? **(5 Points)**

Rating Criteria: Applicant has a strong history and experience working with and supporting low income BIPOC communities and individuals impacted by institutional racism and/or poverty. Racial equity is incorporated into their work and specific examples of existing policies and practices, learning opportunities, professional development or support that demonstrate a commitment to racial equity have been provided.

12. How does your program model ensure equitable access for individuals from diverse racial and cultural backgrounds, including historically marginalized communities? **(5 Points)**

Rating Criteria: The applicant clearly demonstrates a strong commitment to equity with well-defined policies, measurable goals, and leadership accountability.

13. Are your program services and facilities ADA accessible? Please explain. **(5 Points)**



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

Data and Fiscal Management (10 Points)

14. How does your organization track client participation, service utilization, and program outcomes? Describe how you collect and maintain data on shelter occupancy, guest demographics, and other relevant metrics. How is this data stored, and what measures are in place to ensure privacy and security? **(5 Points)**

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

15. 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 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)

16. 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 in order to contract with KCRHA.

1. Minimum Eligibility and Financial Review Requirements
 - Agencies have been approved through the Severe Weather Request for Qualifications process and have already passed a Minimum Eligibility and Financial review.
2. Performance Commitments
 - Engage with 100% of clients referred. Log turn-aways, if any
 - Submit daily attendance/service/distribution logs, including demographics and service utilization, to the King County Regional Homelessness Authority by 10:00 AM the following day when activated.
 - Attend all activation huddles and de-briefs determined by King County Regional Homelessness Authority.
 - Submit final report summarizing shelter operations, participant data, and challenges within 30 days of the end of the severe weather season.
 - Maintain confidentiality and adhere to HIPAA regulations
3. 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 King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming.
4. Good Neighbor Agreement
5. A safety plan for fires and other relevant emergencies.

VIII. Contracting Terms

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 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 in accordance with 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.

IX. How to Apply

Application Due Date

Completed applications are due by **June 3, 2025, at 11:59 PM PST.**

Application & Selection Process

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:

1. Answers to Program Questions in Salesforce
2. Program and Personnel Budget
3. Program and Personnel Budget Narrative

Incomplete applications will **not** be rated. KCRHA reserves the right to waive minor irregularities in an application or within the process in its discretion.

Proposals must meet minimum eligibility qualifications and pass a fiscal review. An eligibility screening will verify that the agency meets KCRHA's minimum eligibility requirements, the proposal is complete and submitted on time, and if KCRHA contracts with the agency for the provision of homelessness services, and confirmation that the organization is in good standing. The application will be rated by a panel of subject matter and lived/living experts. KCRHA or the panel may decide to reopen the request for applications after review of the applications when necessary to carry out the purpose of the underlying funding.



4. Application Link

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

