# 2025 Capital Repair and Improvements for Seattle Shelters Serving Youth and/or Young Adults RFP

Information Session

May 21, 2025; May 23, 2025

# Agenda

- Procurement Process Overview
- Funding
- Timeline
- Scope of Work
- Contracting + Compliance Requirements
- Rating and Scoring
- Salesforce
- Q&A

# Procurement Process Overview

- Notice of Funding Availability (NOFA) Posted

- Procurement Process Posted
  - Examples:
    - Request for Proposals (RFP)
    - Request for Qualifications (RFQ)
    - Request for Quotations (RFQ)

- Info Session

- Last Day for Questions

# Process Overview Cont.

- Contracts
  - Contract Negotiations and Signing
- Programs
  - Primary Contact
  - Technical Assistance
  - Contract Monitoring
- Community Impact
  - HMIS and HMIS Training
  - Performance Management and Evaluation
- Compliance
  - Auditing

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# Funding

- The City of Seattle, through a Participatory Budgeting process, has appropriated $1,850,000 for capital repairs and/or improvements to existing shelters serving youth and/or young adults.
  - Ordinance No. 127154

- KCRHA anticipates to award at minimum one and up to four agencies

- Funds must be expended by December 31, 2026.

- Fund Source: City of Seattle General Fund

- Total: $1,850,000

# Timeline

| Item | Date* |
|------|-------|
| Release Date | May 14, 2025 |
| Information Session | May 21, 2025<br>May 23, 2025 |
| Last Day for Questions to RFP@kcrha.org | June 16, 2025, 5:00 PM PST |
| Application Deadline | June 23, 2025, 11:59 PM PST |
| Denial Notification | Week of July 28, 2025 |
| Appeals Due | 5 business days after denial notification |
| Award Notification | Week of August 4, 2025 |
| Goal Contract Start Date | September 1, 2025 |

*All dates are estimates. KCRHA reserves the right to change any dates in the RFP timeline.

# Scope of Work (SoW)

- KCRHA is looking to fund proposals that demonstrate the need for capital improvements to existing facilities that improve the wellbeing of youth and/or young adults that are shelter residents

- Proposals must include timelines to expend all funds prior to December 31, 2026

- Proposals must be a one-time expense that will not result in a need for additional, ongoing operating funds

- Eligible enhancements under this grant include projects that support confidentiality, increase privacy, expand capacity, or modernize the facility

- Potential projects may encompass enhancements designed to create a welcoming and restorative environment for youth and/or young adults accessing shelter services.

# SoW: Workplan + Timeline

**Provide a workplan that defines**
- Goals and objectives of the proposed improvements/repairs,
- What agencies will complete the steps of the project or how contractors for the project will be identified,
- Any potential permitting or zoning issues and possible solutions, and
- If displacement of shelter residents will occur and steps that will be implemented to minimize displacement and disruption

**Include a subcontractor/vendor evaluation, including:**
- How your agency will ensure construction quality standards,
- Price and cost structure,
- Financial stability licensure bonding
- Compliance with any pertinent prevailing wage state
- Regular on-site and/or virtual visits with KCRHA Staff/Representatives to demonstrate progress and project completion if awarded

**Provide a timeline:**
- Key milestones/deliverables throughout the project; describe methods/frequency of progress reporting to stakeholders/funders.
- Must include the estimated date when 25 percent and 75 percent of the total funds available will be expended. 100 percent of the total funds available must be expended by December 31, 2026

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# SoW: Proposals

**Proposals must incorporate**

- Integration of trauma-informed, healing-centered, and harm reduction design principles to support the creation of a healthy, supportive environment for YYA
- Strategies for incorporating energy efficiency and energy saving measures
- Design elements that support culturally responsive services, where applicable

**Examples of proposed projects**

- Community room additions or remodels
- Room additions or remodels for private/confidential conversations
- Kitchen, bathroom or laundry room remodel
- Roofing replacement
- Foundation repairs, if repair significantly enhances the foundation's structural integrity beyond its original condition
- Replacing outdated plumbing
- Upgrading electrical wiring
- Upgrading windows within the structure

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# SoW: Applicant + Site Requirements

**Applicant Requirements**

- Eligible applicants must meet the following criteria:
- Be a non-profit, faith-based, tribe, or tribal organization providing shelter services to YYA in Seattle, WA
- Serve Youth (12-17) and/or Young Adults (18-24) experiencing homelessness
    - Applicants do not need to exclusively serve youth and/or young adult populations
- If KCRHA contracts with the agency for the provision of homelessness services, the organization must be in good standing.

**Facility/Site Requirements**

- Site receiving capital repairs must be within Seattle, WA
- Site-based shelter program that is intended to provide a safe, sanitary, accessible and suitable environment for youth and/or young adults experiencing homelessness
- Eligible shelter programs can include, but are not limited to:
    - Day shelter
    - 24-hour congregate shelter
    - 24-hour non-congregate shelter
    - Overnight only congregate shelter
    - Overnight only non-congregate shelter
- Agencies must be able to demonstrate site control and a firm organizational commitment to provide continued services at the improved property for a minimum of 5 years after the completion of capital improvements

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# SoW: Stakeholder Engagement

- Engagement of youth and/or young adult stakeholders and ensuring their voices are heard is crucial for successful project implementation and outcomes.

- Applicants must provide at least
  - One opportunity for YYA stakeholders to offer input on proposed repairs or improvements prior to starting project and
  - One feedback opportunity post construction to assess stakeholders' satisfaction.

- Stakeholder engagement methods may include any of the following:
  1. Interviews – Conduct one-on-one or group interviews with youth and/or young adults.
  2. Surveys – Distribute surveys to gather broad input from the target population.
  3. Focus Groups – A facilitated group discussion with representatives of the YYA population selected by the grantee.

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# SoW: Budget

- Agencies must also provide a detailed budget estimating the financial support required to conduct the project and include a narrative breakdown of costs for each major component of the project.

- Repairs should be listed under "Repairs and Maintenance Supplies." Capital costs should be listed under "Other Miscellaneous Expenses" with a notation. Example:

    Capital Costs – [Insert Cost Item]

# Allowable Costs

- Allowable capital costs and expenditures refer to non-recurring, durable investments in property, facilities, or equipment that extend the life or functionality of a physical asset.

- For shelters or housing facilities serving youth and/or young adults, allowable capital costs may include any repairs, renovations, or improvements that are permanent in nature and directly related to the use and habitability of the space.

- Review the RFP for detailed appropriate capital expenditure examples
  - Building Repairs & Improvements
  - Interior Renovations
  - Energy Efficiency & Infrastructure
  - Site Improvements
  - Capital Equipment

# Unallowable Costs

- Capital acquisition
- Operating expenses (e.g., staffing, utilities, insurance)
- Furnishings not permanently affixed (e.g., beds, couches)
- Program supplies or technology (e.g., laptops, Wi-Fi)
- Routine maintenance (e.g., janitorial services, paint touch-ups)
- Administrative overhead unrelated to capital project delivery
- New construction and land purchases
- Staff salaries and wages
- Staff fringe benefits
- Travel

# Contracting Requirements

- Applicants must agree and adhere to the requirements:
  - 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
  - Financial Review
- KCRHA will collaboratively establish and evaluate performance metrics with each grantee which will be incorporated into each Project Service Agreement (PSA)
- 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
- Good Neighbor Agreement
- A safety plan for fires and other relevant emergencies

# Contracting Terms

- 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
  - Washington State Department of Labor & Industries (L&I)
    - https://www.lni.wa.gov/
  - See RFP for details

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# 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

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# Minimum Eligibility Documents

- Minimum Eligibility Checklist and further guidance can be found [here](#)
- At least one of:
  - 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)

# Rating and Scoring

- Project Details – information purposes only, will not be rated.

- Capital Repairs Workplan – 50 Points

- Partnerships – 10 Points

- Racial Equity & Social Justice – 20 Points

- Fiscal Management – 10 Points

- Budget – 10 Points

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# Salesforce

- Grants and contracts management system which will simplify contracting, invoicing, reporting and the RFP process for service providers.

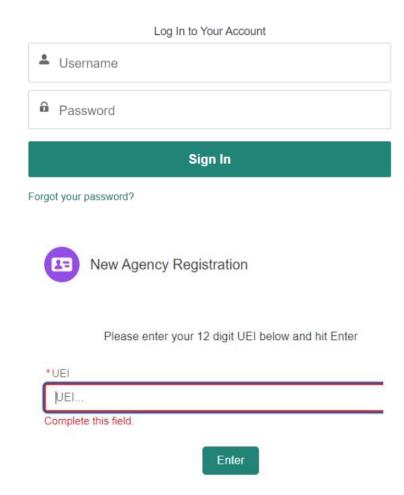- **All providers/applicants must register and create an account**

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# Salesforce

## How to log in

- Log in to Salesforce portal
- For your first time logging in after Fluxx, reset password

## New Agency

- Select "register new agency'
- Enter in UEI
- If there is a duplicate, account already exists

Log In to Your Account

Username

Password

**Sign In**

Forgot your password?

New Agency Registration

Please enter your 12 digit UEI below and hit Enter

*UEI

UEI...

Complete this field.

Enter

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# Salesforce

## How to Apply

- Select "My applications" tab
- Select "Apply for New Funding Opportunity"
- Select funding opportunity. Be sure to carefully review names and select the correct one.

## Application Review

# Salesforce

- Salesforce Agency Portal
  - https://kcrhagrants.my.site.com/fundingprograms

- RFP Specific Questions
  - rfp@kcrha.org

- Submit Ticket for Salesforce Bugs
  - https://app.smartsheet.com/b/form/2a3a6ee49ec446b584a1c46a76ed67f1

# For More Information

- https://kcrha.org/resources/funding-opportunities/
  - NOFAs
  - Live Funding Opportunities
  - Question & Answers
- https://kcrha.org/resources/grants-management-resources/
  - Salesforce Training
  - Step-by-Step System Guide

# Questions?

**KCRHA**
King County Regional Homelessness Authority

# Thank you.

RFP@kcrha.org

Scan this QR code to sign up for KCRHA emails →

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