



2025 Quarter Three Severe Weather Request for Qualifications

July 7, 2025

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I. Introduction

The purpose of the Severe Weather Request for Qualifications (RFQ) is to prequalify organizations in King County that have an interest in applying for severe weather funding from KCRHA. Severe weather funded activities include provision of emergency shelter and/or supplies in response to severe weather conditions (cold, heat, smoke and/or unusual events) as defined by Tier 1, 2 or 3 activation in the [Severe Weather Policy](#) for individuals and/or families experiencing unsheltered homelessness. For more information, see KCRHA's [Severe Weather webpage](#).

This RFQ is seeking qualifications from agencies interested in providing severe weather services for youth, single adults, and/or families currently experiencing homelessness. KCRHA is seeking to prequalify agencies for severe weather response which includes providing secure and dignified temporary emergency shelters and essential supplies for unhoused individuals seeking refuge from adverse weather conditions.

Agencies prequalified through the RFQ will sign a Master Service Agreement (MSA) with KCRHA, if not currently contracted. Agencies with a current MSA will be required to apply through this process but will not need to sign another MSA until their current MSA expires. As funding becomes available, or need arises, KCRHA will run a shortened Request for Proposals (RFP) for agencies prequalified through this process. Applicants will not be required to resubmit financial and minimum eligibility documents obtained through the RFQ process when applying for Severe Weather funding.

All submissions to the RFQ will be reviewed to ensure completeness, that minimum eligibility requirements are met, and agency qualifications meet the standard established by this RFQ.

Important Notes

- **No funding is awarded as part of the 2025 Quarter Three Severe Weather RFQ**, nor is there any guarantee of a contract to any entity that is successfully approved through this process.
- **Beginning in 2025, agencies seeking funds for severe weather must participate in the RFQ process.** KCRHA will run a Severe Weather RFQ twice per year to ensure agencies have ongoing opportunities to submit qualifications.
 - Agencies that are currently contracted for severe weather services **that have not been approved** through a previous Severe Weather RFQ **must apply** through an RFQ process in order to apply for and receive future funding.



- Agencies that have applied and been approved through a previous Severe Weather RFQ process do not need to apply. Agencies will need to reapply once their 5-year MSA has expired.
- Agencies that have applied and not been approved through a Severe Weather RFQ process are able to reapply.
- Once approved, agencies may apply to severe weather RFPs if they wish to receive funding; however, agencies are not required to apply for funds if they do not want to at that time.
- Once approved, an organization will remain approved for the duration of their Master Service Agreement (MSA).
- Nonprofit, for-profit, faith-based, and tribes and tribal organizations are invited to participate in the RFQ process.
- The RFQ process approves agencies who can then later apply to severe weather RFPs with no limit on how many entities can be approved.
- KCRHA will review all RFQ responses and make a determination for each applicant based on the pre-established criteria stated within this RFQ. KCRHA will approve any entity that meets the pre-established criteria.

II. Funding

The 2025 Severe Weather Request for Qualifications (RFQ) will not award agencies funding; however, beginning in 2025 agencies must be prequalified via this RFQ process in order to renew or apply for future severe weather response funding.

III. Timeline and Information Sessions

Action	Date
RFQ Released	July 7, 2025
Information Session Webinar <i>Participation is suggested but not required.</i>	July 11, 2025, at 12:00 PM PST Info Session Registration
Last Day to Submit Questions to RFP@kcrha.org	August 4, 2025, at 5:00 PM PST Q&A available on KCRHA website under "Funding Opportunities" drop-down menu
RFQ Submission Deadline	August 11, 2025 at 11:59 PM PST
Approval/Denial Notification	Mid-September
Master Service Agreement Development	Beginning of October



* KCRHA reserves the right to change any dates in the RFQ timeline. Any updates, including responses to questions, will be posted on the KCRHA website under 'RFP Questions & Answers.'

** Please contact the Procurement Coordinator for accommodation requests at RFP@kcrha.org.

*** KCRHA recommends applicants begin their applications several weeks before the deadline to ensure technical difficulties do not get in the way of meeting the application deadline.

The deadline for submitting a completed RFQ is August 11, 2025, at 11:59 PM PST. An Information Session will be held to review the RFQ and answer questions. Agency representatives should plan to attend the Information Session. Questions and answers elicited during the Information Session, and questions otherwise answered by the Procurement Lead, will be posted on KCRHA's [Funding Opportunities webpage](#).

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 August 4, 2025, at 5:00PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

IV. Scope of Work

The goal of this RFQ is to establish a pool of organizations that are qualified to provide secure and dignified temporary emergency shelters, and to disperse essential supplies to unhoused individuals and families seeking refuge from adverse weather conditions, including snow, smoke, extreme heat, and other severe weather events.

1. Agencies are required to meet the KCRHA's [minimum eligibility requirements](#).
2. Agencies must pass a financial review.
3. Agencies must be willing to provide *at minimum* one of Shelter, Basic Needs Provision, and/or Referral and Support Services. Below are the requirements for each program type. Agencies selecting program type indicates their interest only.

a. Shelter:

- i. 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.
- ii. 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.
- iii. 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.



- iv. 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.
- v. Maintain coordination with local agencies to support wraparound services, transportation, and referrals, and to help guests navigate complex systems during weather emergencies.
- vi. Collect and report program data to support compliance, evaluate performance, and drive continuous improvement based on best practices in emergency shelter management.
- vii. Hotel/Motel Option: Distribute hotel vouchers as needed to provide safe, temporary lodging for individuals and families during severe weather events.
- viii. Safe Parking Option: Where feasible, allow vehicle residents to park their vehicles on site during severe weather events.
- ix. Operational Management for shelter which includes:
 - 1. Establishment of clear activation criteria and protocols for opening and closing shelters.
 - 2. Coordination with local government agencies, emergency management authorities, and community partners to ensure effective response and resource allocation.
 - 3. Regular evaluation and improvement of shelter and based on feedback, lessons learned, and changing community needs.

b. Basic Needs Provision:

- i. Procure and distribute essential supplies to unsheltered individuals affected by severe weather.
- ii. Provide weather-appropriate items, such as blankets, clothing, cooling supplies, smoke protection gear, and other emergency provisions.
- iii. Distribute hygiene kits and sanitation supplies, including bottled water, soap, hand sanitizer, and other personal care items.
- iv. Offer hot meals, snacks, and beverages to meet immediate nutritional needs.
- v. Ensure access to hygiene facilities, including showers, restrooms, and other basic amenities for individuals seeking shelter or support.
- vi. Operational Management for basic needs provision which includes:
 - 1. Establishment of clear activation criteria and protocols for providing essential supplies, meals, and/or access to hygiene amenities.
 - 2. Coordination with local government agencies, emergency management authorities, and community partners to ensure effective response and resource allocation.



3. Regular evaluation and improvement of services and based on feedback, lessons learned, and changing community needs.

c. Referral and Support Services:

- i. Connect individuals to supportive services that promote long-term stability, including housing assistance, healthcare, behavioral health support, and substance use treatment.
- ii. Establish and maintain partnerships with service providers across housing, healthcare, and behavioral health systems to ensure coordinated care.
- iii. Provide trained staff or volunteers to offer information, make referrals, and provide emotional support to shelter guests.
- iv. Coordinate transportation to help individuals access shelter, appointments, and essential services.
- v. Operational Management for basic needs provision which includes:
 1. Establishment of clear activation criteria and protocols for providing referral and support services.
 2. Coordination with local government agencies, emergency management authorities, and community partners to ensure effective response and resource allocation.
 3. Regular evaluation and improvement of services and based on feedback, lessons learned, and changing community needs.

V. Contracting Requirements

If identified as an approved and prequalified agency, a Master Service Agreement (MSA) will be put in place between KCRHA and the qualified agency. Organizations that respond to a Severe Weather RFQ and have a signed MSA can apply for future severe weather funding through RFPs as they become available.

VI. Application Questions and Rating Criteria



Agencies will provide responses to the questions below via Salesforce. Responses will be scored on a pass/fail basis, and agencies must meet the rating criteria to receive a pass.

1. Will your agency be able to provide severe weather response services in King County?

- Yes
- No

Rating Criteria: Applicant will operate in King County.

2. Is your agency interested in responding to: Cold/freezing temperatures, heat, extreme wind, extreme rain and/or flooding, snow, poor air quality, unusual weather events?

- Yes
- No

Rating Criteria: Applicant is interested in providing services during at least one severe weather event.

3. What program type is your organization interested in providing during severe weather activation? Select all that apply:

- Basic Needs Provision – Obtainment and provision of supplies
- Referral and Support Services – Outreach and connections to services
- Shelter – Any shelter type including hotel vouchers

Rating Criteria: Agencies must be willing to provide at minimum one program type: Basic Needs Provision, Referral and Support Services, and/or Shelter.

VII. RFQ Evaluation

All technically compliant RFQ submissions will be reviewed by KCRHA staff. All items listed below are required to constitute a “technically compliant” RFQ submission. KCRHA reserves the right to waive immaterial defects or irregularities in any submittal and to contact applicants via phone/email if further clarification is needed. Additionally, KCRHA reserves the right to issue an RFQ approved/not approved determination based on the application submitted.

VIII. How to Apply



i. Application Due Date

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

ii. Application Instructions

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. Incomplete applications will **not** be rated. A completed application must include the following items:

1. Answers to Application Questions in Salesforce
2. [Minimum Eligibility Documentation](#)
3. 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

iii. Salesforce Resources

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

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

iv. Application Link

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

