



2025 Seattle Non-Congregate Shelter RFP

Information Session

March 7, 2025; March 12, 2025

Agenda

- Procurement Process Overview
- Funding
- Timeline
- Scope of Work
- Contract 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



Funding

- Estimated number of units possible ranges from 48-122,
 - 77 being the number of units available using the average cost of \$35,000 per unit for non-congregate micromodule buildings.

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



Timeline

Item	Date
Release Date	March 6, 2025
Information Session	March 7, 2025 March 12, 2025
Last Day for Questions to RFP@kcrha.org	April 9, 2025, 5:00 PM PST
Application Deadline	April 16, 2025, 11:59 PM PST
Denial Notification	Week of May 12, 2025
Appeals Due	Week of May 19, 2025
Award Notification	Week of May 19, 2025
Goal Contract Start Date	June 1, 2025



Scope of Work

- One to two new non-congregate low barrier ADA accessible shelter(s) in Seattle for people experiencing unsheltered homelessness with complex needs.
 - Open 24/7
 - It is estimated that the number of units possible with this funding could range from 48-122
- KCRHA expects to award up to \$5,878,00 to one to two agencies, and two sites at maximum will be selected.



Scope of Work

- Responsible for maintaining the site
- Completing any necessary site improvements
- Operating and managing the non-congregate shelter program,
- Effectively serves high-acuity clients experiencing homelessness
 - 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
 - Offer a range of client-centered services designed to promote stability and long-term housing success.
- Successful proposals will demonstrate the capability of delivering integrated services effectively and efficiently.



Site Operation

- Must be located in Seattle
 - Proposals without a location will be considered, applicants that have a site will be given preference.
- Competitive bids will have a plan to prepare a site for the operation of the non-congregate shelter.
- Plan must include community engagement and 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.
- The timeline and budget for this procurement precludes any new capital projects.
- The shelter must be non-congregate and can be non-congregate single building, non-congregate micromodule buildings or a combination of both.
 - If micromodule - insulated, ventilated, secure, connected to utilities, with individual unit-controlled cooling/heating.
 - Competitive proposals - individual or communal kitchen areas, pet accommodations, showers, laundry, restrooms.



Service Delivery

- 24/7 staffing to ensure consistent supervision and support
- On-site case management should be offered to address clients' immediate and long-term needs
- On-site behavioral health and substance use counseling must also be available to guests
- Must fulfill the basic needs of a shelter, including hygiene, food and meals, secure and accessible storage, and supportive services/case management
- Low barriers to entry, clients able to:
 - Enter and exit the shelter 24 hours per day as desired
 - Bring partners, pets, and possessions
- Shelter's primary focus will be working with individuals to move into stable housing
- Services must align with a low-barrier, housing-first model that prioritizes harm reduction and trauma-informed practices
- Program needs to be accessible and welcoming, reduce barriers to entry and center client choice throughout their stay
- Client-to-staff ratio of 15:1



Service Delivery Cont.

- Required Training
 - Trauma-Informed Care (Annually)
 - De-Escalation and Crisis Intervention (Biannually)
 - Harm Reduction Strategies (Annually)
 - Housing First Principles (Annually)
 - HMIS Data Entry and Compliance (As needed, at least annually)
 - Cultural Competency and Anti-Racism (Annually)
 - First Aid, CPR, and Naloxone Administration (Biannually)
 - Motivational Interviewing
 - Assertive Engagement and Case Management Best Practices
 - Mental Health First Aid
 - Domestic Violence and Trauma-Informed



Service Delivery Cont.

- Best Practices
 - Housing First
 - Harm Reduction
 - Trauma-Informed Care
 - Person-Centered and Strengths-Based Approaches
 - Culturally Responsive Services
 - Effective Case Management
 - Data-Driven Decision-Making



Data Management & Reporting

- Must maintain accurate records of client engagement and program outcomes
 - Entering and updating client data in HMIS to ensure comprehensive tracking of service utilization and progress
 - Regular reporting required on key metrics
 - Service delivery
 - Client progress
 - Overall program effectiveness



Data Management and Reporting Cont.

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 & Partnerships

- Coordinate with partners, 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
- Must have Coordinated Entry (CE) assessors and actively participate in the Coordinated Entry system



Allowable Costs

- Allowable Costs
 - Salaries, Wages and Fringe Benefits
 - Other Operating Costs
 - Subcontracts/Subawards
 - Public Utility Services
 - Travel
 - Administrative Costs
 - Capital Outlays associated with preparing the site for the operation of the non-congregate shelter
 - Costs associated with prevailing wage/bidding requirements based on the proposal
 - Indirect Costs (may elect to use a federally negotiated rate or actual indirect cost rate)
- Unallowable Costs
 - Computers and Software
 - Any costs not associated with establishing/running a non-congregate low-barrier shelter in Seattle.



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



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



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

- Site Operations – 20 Points
- Service Delivery – 35 Points
- Collaboration & Partnerships – 10 Points
- Racial Equity & Social Justice – 20 Points
- Data Management & Fiscal Systems – 10 Points
- Budget – 5 Points



Salesforce

- Salesforce is our 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**
- <https://kcrhagrants.my.site.com/fundingprograms>



New Agency Registration

Please enter your 12 digit UEI below and hit Enter

* UEI

Complete this field.

Enter

Salesforce

How to log in

- Log in to [new grants management portal](#)
- For your first time logging in, reset password

How to reset password

- After navigating to the login screen, select the 'forgot password' option.
- Check the email account associated with your username. If you still can't log in, contact GrantAdmin@kcrha.org for assistance.



Log In to Your Account

 Username

 Password

Sign In

[Forgot your password?](#)

PASSWORD RESET

To reset your password, we'll need your username.
We'll send password reset instructions to the email
address associated with your account.

 Username

Reset Password

[Cancel](#)

Salesforce

- Application Review
- For more information
 - <https://kcrha.org/resources/grants-management-resources/>
 - In-depth System Guide
 - Training Videos
 - Book Troubleshooting Sessions



Home

My Account

My Applications

My Contracts

My Invoices

Forms Library

APPLY FOR NEW FUNDING OPPORTUNITY



For More Information

- <https://kcrha.org/resources/funding-opportunities/>
- NOFAs
- Live Funding Opportunities
- Question & Answers

Notice of Funding Availability (NOFA) 

Requests for Proposals 

RFP Questions & Answers 

RFP Q&As and Information Sessions will be posted here as they become available.

[2025 Severe Weather RFQual – Questions & Answers](#)

[2025 Severe Weather RFQual – Info Session Slides](#)



Questions?





Thank you.

RFP@kcrha.org

Scan this QR code to sign up for KCRHA emails →



@KingCoRHA



@KCRHA

