



2026 Encampment Resolution Program Permanent Supportive Housing Underspend Request for Proposal

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I. Introduction

The 2026 Encampment Resolution Program (ERP) Permanent Supportive Housing (PSH) Underspend Request for Proposals (RFP) is seeking applications from currently contracted agencies interested in providing expanded ERP PSH services.

The intent of the RFP is to utilize unspent funds that expire June 30, 2026. This funding opportunity is open to proposals from agencies currently contracted to provide ERP PSH services. **KCRHA expects to award no fewer than five one-time awards.**

KCRHA seeks proposals for enhancements and/or expansions for agencies' current scope of work that increase the quality of services and experience for clients. 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 panel will recommend proposals to be funded, giving preference to proposals for one-time enhancements and/or expansions (also referred to as "projects") that meet a critical need, increase the quality service, and/or expand capacity.

The deadline for submitting a completed RFP is **April 13, 2026, at 11:59 PM PST.**

II. 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 April 6, 2026, 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	March 26, 2026
Information Session Webinar <i>Participation is highly suggested but not required</i>	March 30, 2026, at 12:00PM PST Register Here
Last Day to Submit Questions to RFP@kcrha.org	April 6, 2026, at 5:00 PM PST <i>Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu</i>
RFP Deadline	April 13, 2026, at 11:59 PM PST
Denial Notification	Week of April 20, 2026
Appeals Due	5 business days post denial notification
Award Notification	Week of April 27, 2026
Estimated Contract Amendment	May 1, 2026

* 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, 'RFP Questions & Answers.'

** Please contact the Procurement Lead for accommodation requests at rfp@kcrha.org.

** KCRHA reserves the right to reopen any funding opportunity if needed.

III. Funding

KCRHA will use ~~\$150,000~~ **\$235,000** in ERP funds to support the projects awarded through this RFP. The funding period is January 1, 202 through June 30, 2026. All work completed and related costs must be incurred before July 1, 2026.

This RFP does not commit KCRHA to award a contract or to pay any costs incurred in the preparation of a proposal. KCRHA reserves the right to award proposed projects in whole or in part based on the availability of funds. KCRHA reserves the right to make subsequent awards for additional items or projects if additional funds become available.

KCRHA plans to award a minimum of five projects. The following funds support this project:

Fund Source	January 1 – June 30, 2026
Encampment Resolution Program EFR-DOC-25	\$150,000 \$235,000



IV. Scope

Overview

KCRHA is seeking proposals for one-time enhancements that increase capacity or quality of service for current ERP PSH programs. This funding opportunity is not open to proposals for new programs or recurrent expenses, and proposals must be to enhance current ERP PSH services or facilities. Proposed uses should directly benefit program participants or address facility needs or repairs. Enhancements that meet a critical need for providing PSH services will be prioritized, e.g. repairs to meet ADA requirements. Potential proposals could include, but are not limited to, the following:

- Facility repairs
- Security, environment, and safety enhancements at a facility, such as the installation of lighting or security cameras
- Presentations or workshops for residents, such as substance use counselors, job readiness, or legal clinics
- Contracts for one-time or short-term services, such as on-site nursing clinics
- Clinical training for staff, such as motivational interviewing, trauma-informed care, or working with clients with substance use disorders
- Equipment and furnishings, such as air conditioning units for building sites
- Staff hiring and retention
- Expenses that directly support a household's housing stability, such as essential household needs, expenses to support employment, cleaning supplies, transportation passes, etc.
- Maintenance and facility services such as pest control

Each proposed project must be submitted separately.

Only organizations contracted with KCRHA to provide PSH services in King County utilizing ERP funding are eligible to apply. Eligible organizations include:

- Lifelong: Health for All
- Low Income Housing Institute
- RebIX
- Uplift Northwest
- Urban League of Metropolitan Seattle



V. Allowable Costs

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

Proposals must be for one-time costs and incurred before July 1, 2026.

Allowable Costs

- Salaries and wages
- Fringe benefits
- Supplies (less than \$5k per item)
- Travel
- Subcontracts/subawards
- Minor unit/facility repairs
- Cleaning
- Administrative costs
- Indirect costs using a federally negotiated indirect cost rate agreement (NICRA) or a de minimis rate of 10%. Please note that if using an approved NICRA rate, supporting documentation must be provided in the Salesforce Application.

Unallowable Costs

- Equipment (greater than \$5k per item)
- Capital repairs
- Capital acquisition
- Acquisition of titled assets (e.g. vehicles)

VI. Application Questions & Rating Criteria

Applicants must submit a separate application per proposed enhancement or expansion (also referred to as “project”). Applicants may submit multiple proposals.

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. KCRHA may inquire into the applicant regarding statements made in the application or otherwise.



Applications will be scored with a total of 100 possible points. Applications scored less than 70 points will not be considered.

Proposed Program (40 Points)

1. What is your program's proposed project? Explain why the proposed project is needed, how it will reduce challenges faced by the agency and program participants, or improve quality of services and experience. **(30 points)**

Rating Criteria

- High points (20-30 points) will be awarded to applicants that demonstrate a significant and unaddressed need that impacts PSH service delivery and/or facility operations. Applicants explain in detail how the proposal will reduce challenges faced by the agency and program participants and/or improve quality of services and experience.
 - Partial points (10-19 points) will be awarded to applicants that demonstrate a need that impacts PSH service delivery and/or facility operations but is not critical to the operation of the program. Applicants provide a reasonable explanation of how the proposal will reduce challenges faced by the agency and program participants.
 - Low points (1-9 points) will be awarded to applicants that do not demonstrate a need that impacts PSH service delivery and/or facility operations. Applicant provides some explanation of how the proposal will improve service delivery or facility operation.
2. What is the timeline for the project? What steps have/would you make to initiate and finalize the project? **(10 Points)**

Rating Criteria

- All points (10 points) will be awarded to applicants that provide an extremely detailed and clear timeline that ensures all work is completed and related costs are incurred before July 1, 2026.
- No points (0 points) will be awarded to applicants with a timeline that has missing steps necessary to complete work before July 1, 2026.

Racial Equity & Social Justice (15 Points)

3. How will the proposed project help improve the program or quality of service for program participants who are BIPOC, LGBTQIA+, and members of other historically underserved groups? **(15 Points)**

Rating Criteria



- High points (10-15 points) will be awarded to applicants that in detail describe how the proposal will improve their ability to welcome and support marginalized communities and provide clear examples and outcomes.
- Partial (5-9 points) will be awarded to applicants will be awarded to applicants that describe how the proposal will improve their ability to welcome and support marginalized communities.
- Low points (0-4 points) will be awarded to applicants that do not describe how the proposal will improve their ability to welcome and support marginalized communities.

Budget (45 Points)

4. Complete the proposed Program and Personnel Budget Table within Salesforce. **(25 Points)**

Rating Criteria

- High points (15-25 points) will be awarded to applicants with a logical and cost-effective budget. All proposed costs are allowable.
 - Partial points (10-14 points) will be awarded to applicants with a logical budget. Most costs are allowable, but the budget will require updates to meet allowability.
 - Low points (1-9 points) will be awarded to applicants that have a budget that is not logical or cost-effective.
5. Submit a Budget Narrative that provides a line-by-line overview and explanation of your methodology of each budget line item requested. **(20 Points)**

Rating Criteria

- High points (15-20 points) will be awarded to applicants with a detailed budget narrative that clearly articulates the need for the entire budget and why line items are required and effectively demonstrates the need for the entire budget.
- Partial points (10-14 points) will be awarded to applicants with a budget narrative that explains the inclusion of each line item but does not clearly show the need for the entire budget.
- Low points (1-9 points) will be awarded to applicants that provide a budget narrative with limited explanation of line items.

VII. Contracting Requirements

Applicants must agree and adhere to the requirements outlined below to contract with KCRHA. Organizations contracted with KCRHA have already met the requirements and will not be required to submit duplicative documents for this process.



1. Minimum Eligibility Requirements
 - Agencies are required to meet the requirements found on [KCRHA's website](#).
2. Financial Review
 - Agencies must upload the following financial documents to be reviewed:
 - 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
3. Data Collection, Evaluation, and Performance Measures

VIII. Contracting Terms

Please be advised that this request is subject to the availability of funding. Please note that any statements by the King County Regional Homelessness Authority, its employees, board members, or agents, including public announcements of the awardees or missives informing successful applicants of an award, do not constitute a guarantee of funds or an offer to contract. All obligations to perform or pay funds are contingent upon the execution of a written agreement signed by all required parties. A binding agreement is a fully executed contract that has been signed by authorized representatives of both the awardee and the agency. No email, award letter, or other communication shall be construed as creating a contractual obligation on the part of the agency.

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 the 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 following 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.

Please note that 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. If applicable, contractors and subcontractors must pay prevailing wages as determined by the Washington State Department of Labor & Industries (L&I). A Statement of Intent to Pay Prevailing Wages may be required before work begins, and an Affidavit of Wages Paid before final payment. Grant recipients should consult L&I or legal counsel to determine prevailing wage obligations and any competitive bidding requirements. The applicable prevailing wage rates are available at the L&I website: <https://www.lni.wa.gov>. Public works projects may also require competitive bidding to comply with relevant state and local laws.

IX. How to Apply

Application Due Date

Completed applications are due by **April 13, 2026, at 11:59 PM PST**.

Application Instructions

Applicants must submit a separate application per proposed project or expansion.

All applications and required documentation will be submitted through Salesforce. KCRHA advises completing the application several days before the deadline in case you encounter any technical issues. A completed application must include the following items. Incomplete applications will **not** be rated.

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

Appeal Process

An applicant may protest or appeal KCRHA's decision within five (5) business days of receiving written notification of an ineligible, incomplete, or unfunded proposal. Only appeals involving the following issues will be considered:

- Violation of policies outlined in this funding opportunity.



- Failure to adhere to guidelines or published criteria and/or procedures established in this funding opportunity.

See the [KCRHA Procurement Appeal Process](#) for more information including how to appeal.

Salesforce Resources

Salesforce resources can be found on the [KCRHA Grant Management Resources Webpage](#). Learn how to log into and navigate Salesforce with step-by-step instructions on the webpage and at the links below:

- [Step-by-Step Salesforce Training Guide](#)
- Training videos
 - [Creating an Account & Navigating the Portal](#)
 - [Managing Your Account](#)
 - [Submitting an Application](#)
 - [Reimbursements \(Invoices\) & Reporting](#)

Application Link

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

